



CONTRACT NO. 14-0406

for Purchase of Work Clothes and Uniforms

LAKE COUNTY, FLORIDA, a political subdivision of the state of Florida, its successors and assigns through its Board of County Commissioners (hereinafter "County") does hereby accept, with noted modifications, if any, the bid of Tip Tops of America, Inc. (hereinafter "Contractor") to supply Purchase of Work Clothes and Informs to the County pursuant to County Bid number 14-0406 (hereinafter "Bid"), addenda nos. 1, opening dated October 2, 2013 and Contractor's October 2, 2013 Bid response thereto with all County Bid provisions governing.

A copy of the Contractor's signed Bid is attached hereto and incorporated herein, thus making it a part of this Contract except that any items not awarded have been struck through. The attachments noted below (if any) are attached hereto and are also made a part of this Contract.

Attachments: N/A

No financial obligation under this contract shall accrue against the County until a specific purchase transaction is completed pursuant to the terms and conditions of this contract.

Contractor shall submit the documents hereinafter listed prior to commencement of this Contract: Insurance Certificate.

The County's Procurement Services Director shall be the sole judge as to the fact of the fulfillment of this Contract, and upon any breach thereof, shall, at his or her option, declare this contract terminated, and for any loss or damage by reason of such breach, whether this Contract is terminated or not, said Contractor and their surety for any required bond shall be liable.

This Contract is effective from January 1, 2014 through December 31, 2019 except the County reserves the right to terminate this Contract immediately for cause and/or lack of funds and with thirty (30) day written notice for the convenience of the County. This Contract does not provide for renewals.

Any and all modifications to this Contract must be in writing signed by the County's Procurement Services Director.

LAKE COUNTY, FLORIDA

By: Sandra Rogers  
Contracting Officer

Date: 10-08-13

Distribution: Original-Bid File  
Copy-Contractor  
Copy-Department



## LAKE COUNTY FLORIDA

OFFICE OF PROCUREMENT SERVICES  
315 WEST MAIN STREET, SUITE 441  
PO BOX 7800  
TAVARES FL 32778-7800

PHONE: (352) 343-9839  
FAX: 352) 343-9473

### ADDENDUM NO. 1

Date: September 18, 2013

ITB No. 14-0406

#### ITB/RFP Title: Purchase of Work Clothes and Uniforms

It is the vendor's responsibility to ensure their receipt of all addenda, and to clearly acknowledge all addenda within their initial bid or proposal response. Acknowledgement may be confirmed either by inclusion of a signed copy of this addendum with the initial bid or proposal response, or by completion and return of the addendum acknowledgement section of the solicitation. Failure to acknowledge each addendum may prevent the bid or proposal from being considered for award.

This addendum does not change the date for receipt of bids or proposals.

The purpose of this addendum is to replace pricing section in original Invitation to Bid with attached revised pricing section.

Firm Name: Tip Tops of America, Inc. Date: 10-2-13  
Signature: James R. Budzynski Title: Owner/Title  
Typed/Printed Name: James R. Budzynski

**14-0406 PURCHASE OF WORK CLOTHES AND UNIFORMS**  
**REVISED PRICING SECTION**

No guarantee is expressed or implied as to the quantities or dollar amounts that will be used during the contract period. In no event shall Lake County be liable for payments in excess of the amount due for quantities for goods actually ordered. Prices and payments shall be full compensation for all goods as specified in Section 2, Scope of Services.

Vendor shall provide pricing that shall include any and all costs for applicable screen-printing and direct embroidering as indicated in each Group of the pricing sheet listed in Section 4, as well as any and all possible set-up fees, art work, screens and digitizing. The Department or division name above the employee's name opposite the logo shall also be included in the unit price.

If Alternate Item is noted, vendor shall provide manufacturer and style.

Group 1 - Tee Shirts (Screening Included)		Unit	Unit Price	Est. Qty	Extended Price
1	Gildan Ultra 2000 - 6.1 oz Cotton Short Sleeve Adult	Ea	<sup>\$</sup> 6	16	<sup>\$</sup> 96
1a	As above 1XL	Ea	6	1	6
1b	As above 2XL	Ea	7	2	14
1c	As above 3XL	Ea	8	1	8
1d	Alternate Item:				
2	Gildan Ultra 2400 - 6.1 oz Cotton Long Sleeve Adult	Ea	10	14	140
2a	As above 1XL	Ea	10	1	10
2b	As above 2XL	Ea	11	2	22
2c	As above 3XL	Ea	12	3	36
2d	Alternate Item:				
Total of Group 1					<sup>\$</sup> 332

Group 2 - Dress Shirts (Embroidery Included)		Unit	Unit Price	Est. Qty	Extended Price
3	Port Authority S500 - Men's Short Sleeve Denim Shirt	Ea	<sup>\$</sup> 32.98	16	<sup>\$</sup> 527.68
3a	As above 1XL	Ea	32.98	3	98.94
3b	As above 2XL	Ea	34.98	4	139.92
3c	As above 3XL	Ea	35.98	2	71.96
3d	Alternate Item: SP11 Men's Sh. Sl. Value Denim: <sup>\$</sup> 22.98 ea. (a less expensive option)				
4	Port Authority S600 - Men's Long Sleeve Denim Shirt	Ea	<sup>\$</sup> 32.98	14	461.72
4a	As above 1XL	Ea	32.98	2	65.96
4b	As above 2XL	Ea	34.98	1	34.98
4c	As above 3XL	Ea	35.98	1	35.98
4d	Alternate Item: SP10 Men's Long Sl. Value Denim: <sup>\$</sup> 22.98 ea. (a less expensive option)				
5	Port Authority S508 - Men's Short Sleeve Easy Care Shirt	Ea	<sup>\$</sup> 24.98	15	374.70
5a	As above 1XL	Ea	24.98	2	49.96
5b	As above 2XL	Ea	26.98	3	80.94



5c	As above 3XL	Ea	27.98	2	55.96
5d	Alternate Item:				
6	Port Authority S608 - Men's Long Sleeve Easy Care Shirt	Ea	24.98	15	374.70
6a	As above 1XL	Ea	24.98	2	49.96
6b	As above 2XL	Ea	26.98	1	26.98
6c	As above 3XL	Ea	27.98	4	111.92
6d	Alternate Item:				
7	Port Authority S600D - Ladies Long Sleeve Denim Shirt L600D (corrected style#)	Ea	32.98	12	395.76
7a	As above 1XL	Ea	32.98	2	65.96
7b	As above 2XL	Ea	34.98	1	34.98
7c	As above 3XL	Ea	35.98	1	35.98
7d	Alternate Item: LSP Lad. long sl. valvedenim: 22.98 (a less expensive option)				
8	Port Authority L508 - Ladies Short Sleeve Easy Care Shirt	Ea	24.98	6	149.88
8a	As above 1XL	Ea	24.98	2	49.96
8b	As above 2XL	Ea	26.98	2	53.96
8c	As above 3XL	Ea	27.98	1	27.98
8d	Alternate Item:				
9	Port Authority L608 - Ladies Long Sleeve Easy Care Shirt	Ea	24.98	4	99.92
9a	As above 1XL	Ea	24.98	1	24.98
9b	As above 2XL	Ea	26.98	2	53.96
9c	As above 3XL	Ea	27.98	2	55.96
9d	Alternate Item:				
10	Port Authority L612 - Ladies 3/4 Sleeve Easy Care	Ea	24.98	6	149.88
10a	As above 1XL	Ea	24.98	2	49.96
10b	As above 2XL	Ea	26.98	2	53.96
10c	As above 3XL	Ea	27.98	1	27.98
10d	Alternate Item:				
11	Port Authority L6290 - Ladies 3/4 Sleeve Blouse	Ea	32.98	7	230.86
11a	As above 1XL	Ea	32.98	1	32.98
11b	As above 2XL	Ea	34.98	2	69.96
11c	As above 3XL	Ea	35.98	2	71.96
11d	Alternate Item:				
12	Jonathan Corey 623 - Men's Short Sleeve Easy Care Brush Twill Shirt	Ea	27.00	7	189.00
12a	As above 1XL	Ea	27.	1	27.00
12b	As above 2XL	Ea	29.	2	58.00
12c	As above 3XL	Ea	30.	2	60.00
12d	Alternate Item:				
13a	As above 1XL	Ea		2	
13b	As above 2XL	Ea		1	
13c	As above 3XL	Ea		1	

13d	Alternate Item:				
14	Port Authority K420P - Men's Pique Knit Shirt with Pocket	Ea	26.98	11	296.78
14a	As above 1XL	Ea	26.98	3	80.94
14b	As above 2XL	Ea	28.98	3	86.94
14c	As above 3XL	Ea	29.98	4	119.92
14d	Alternate Item:				
15	Port Authority L431 - Ladies Cool Mesh Polo with Tipping Stripe Trim	Ea	28.98	9	260.82
15a	As above 1XL	Ea	28.98	3	86.94
15b	As above 2XL	Ea	30.98	2	61.96
15c	As above 3XL	Ea	31.98	4	127.92
15d	Alternate Item:				
Total of Group 2					5,755.30

Group 3 - Jackets (Embroidery Included)		Unit	Unit Price	Est. Qty	Extended Price
16	Port Authority J754 - Challenger Jacket	Ea	48.98	17	832.66
16a	Alternate Item:				
Total of Group 3					832.66

Group 4 - Caps (Embroidery Included)		Unit	Unit Price	Est. Qty	Extended Price
17	Port & Company CP80 - 6 Panel Twill Cap	Ea	7.00	12	84.00
18	Port Authority C869 - Cap with Mesh Back	Ea	11.00	10	110.00
19	Port & Company CP83 - 2-Toned Pigment Dye Cap	Ea	8.00	13	104.00
	Alternate Item:				
	Alternate Item:				
	Alternate Item:				
Total of Group 4					298.00

Group 5 - Vests		Unit	Unit Price	Est. Qty	Extended Price
20	Comerstone CSV405 - ANSI Class 2 Mesh Vest	Ea	22.98	13	298.74
	Alternate Item:				
Total of Group 5					298.74

Total of Groups 1 through 5 47,516.70

Quantity Discounts (Ordered at one time)  
 1 - Units 500 - Discount Percentage 2.5%  
 2 - Units 1000 - Discount Percentage 6%

No set up charges  
 Free artwork  
 Free screens  
 Free embr. digitizing





## INVITATION TO BID (ITB)

### Purchase of Work Clothes and Uniforms

ITB Number:	<u>14-0406</u>	Contracting Officer:	<u>Sandra Rogers</u>
Bid Due Date:	<u>October 2, 2013</u>	Pre-Bid Conf. Date:	<u>Not applicable to this solicitation</u>
Bid Due Time:	<u>3:00 PM</u>	ITB Issue Date:	<u>September 11, 2013</u>

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SPECIFIC SOLICITATION REQUIREMENTS ARE AS NOTED BELOW:	
Proposal and/or Performance Bond:	Not applicable to this solicitation
Certificate of Competency/License:	Not applicable to this solicitation
Indemnification/Insurance:	Not applicable to this solicitation
Pre-Bid Conference/Walk-Thru:	Not applicable to this solicitation

At the date and time specified above, all bids that have been received in a timely manner will be opened, recorded, and accepted for consideration. The names of the bidders submitting bids will be read aloud and recorded. The bids will be available for inspection during normal business hours in the Office of Procurement Services thirty (30) calendar days after the official bid due date. When counter-signed by an authorized County representative, this document and any specifically identified attachments may form the contract document binding the parties to all performance specified herein.

Vendors shall complete and return the entirety of this ITB Document, and attach all other information requested in this ITB document (See Provision 1.13). Failure to sign the bid response, or to submit the bid response by the specified time and date, may be cause for rejection of the bid.

#### NO-RESPONSE REPLY

If any vendor does not want to respond to this solicitation at this time, or, would like to be removed from Lake County's Vendor List, please mark the appropriate space, complete name below and return this page only.

- ☐ Not interested at this time; keep our firm on Lake County's Vendors List for future solicitations for this product / service
- ☐ Please remove our firm from Lake County's Vendor's List for this product / service.

#### VENDOR IDENTIFICATION

Company Name: Tip Tops of America, Inc. Phone Number: 352-357-9559

E-mail Address: jim@tiptops.com Contact Person: Jim Budzynski

**Section 1.1: Purpose**

The purpose of this solicitation is to establish a contract for the purchase of screen printed and embroidered clothing apparel in conjunction with the County's needs.

**Section 1.2: Designated Procurement Representative**

Questions concerning any portion of this solicitation shall be directed in writing [fax and e-mail accepted] to the below named individual who shall be the official point of contact for this solicitation. To ensure reply, questions should be submitted no later than five (5) working days before the bid due date.

Sandra Rogers, CPPB, Contracting Officer  
Lake County BCC  
Office of Procurement Services  
315 W. Main Street, Room 441  
PO BOX 7800  
Tavares, FL 32778-7800

Phone : 352.343.9832  
Fax : 352.343.9473  
E-mail: srogers@lakecountyfl.gov

No answers given in response to questions submitted shall be binding upon this solicitation unless released in writing as an addendum to the solicitation by the Lake County Office of Procurement Services.

**Section 1.3: Method of Award - To a Single Vendor in the Aggregate**

Award of this contract will be made to the responsive, responsible vendor who submits an offer on all items listed in the solicitation and which represents the lowest price when all items are added in the aggregate. If a vendor fails to submit an offer on all items, its overall offer will be rejected. The County will award the total contract to a single vendor.

**Section 1.4: Pre-Bid Conference / Site Visits**

Not applicable to this solicitation.

**Section 1.5: Term of Contract – Sixty (60) Months**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter distributed by the County's Office of Procurement Services; and contingent upon the completion and submittal of all required pre-award documents. The initial contract term shall remain in effect for sixty (60) months, and then the contract will remain in effect until completion of the expressed and/or implied warranty period. The contract prices resultant from this solicitation shall prevail for the full duration of the initial contract term unless



otherwise indicated elsewhere in this document.

**Section 1.6: Method of Payment**

**Lake County has a purchasing card (Pcard) program using the VISA network. Vendors will receive payment from the purchasing card in the same manner as other VISA purchases.**

The vendor(s) shall submit invoices to the County user department(s) after each individual purchase has been completed. In addition to the general invoice requirements set forth below, the invoices shall reference, as applicable, the corresponding delivery ticket number, packing slip number, or other acceptance document that was signed by an authorized representative of the County user department at the time the items were delivered and accepted. Submittal of these periodic invoices shall not exceed thirty (30) calendar days from the delivery of the goods or services. Under no circumstances shall the invoices be submitted to the County in advance of the delivery and acceptance of the items.

All invoices shall contain the contract and/or purchase order number, date and location of delivery or service, and confirmation of acceptance of the goods or services by the appropriate County representative. Failure to submit invoices in the prescribed manner will delay payment, and the vendor may be considered in default of contract and its contract may be terminated. Payments shall be tendered in accordance with the Florida Prompt Payment Act, Part VII, Chapter 218, Florida Statutes.

**Section 1.7: Insurance**

Not applicable to this solicitation.

**Section 1.8: Bonding Requirements**

Not applicable to this solicitation.

**Section 1.9: Completion/Delivery**

As specified in Statement of Work.

**Section 1.10: Acceptance of Goods or Services**

The product(s) delivered as a result of an award from this solicitation shall remain the property of the contractor, and services rendered under the contract will not be deemed complete, until a physical inspection and actual usage of the product(s) and/or service(s) is (are) accepted by the County and shall be in compliance with the terms herein, fully in accord with the specifications and of the highest quality.

Any goods and/or services purchased as a result of this solicitation and/or contract may be tested/inspected for compliance with specifications. In the event that any aspect of the goods or services provided is found to be defective or does not conform to the specifications, the County



reserves the right to terminate the contract or initiate corrective action on the part of the vendor, to include return of any non-compliant goods to the vendor at the vendor's expense, requiring the vendor to either provide a direct replacement for the item, or a full credit for the returned item. The vendor shall not assess any additional charge(s) for any conforming action taken by the County under this clause. The County will not be responsible to pay for any product or service that does not conform to the contract specifications.

In addition, any defective product or service or any product or service not delivered or performed by the date specified in the purchase order or contract, may be procured by the County on the open market, and any increase in cost may be charged against the awarded contractor. Any cost incurred by the County in any re-procurement plus any increased product or service cost shall be withheld from any monies owed to the contractor by the County for any contract or financial obligation.

**Section 1.11: Deficiencies in Work to be Corrected by the Vendor**

The vendor shall promptly correct all apparent and latent deficiencies and/or defects in work, and/or any work that fails to conform to the contract documents regardless of project completion status. All corrections shall be made within thirty (30) calendar days after such rejected defects, deficiencies, and/or non-conformances are verbally reported to the vendor by the County's project administrator, who may confirm all such verbal reports in writing. The vendor shall bear all costs of correcting such rejected work. If the vendor fails to correct the work within the period specified, the County may, at its discretion, notify the vendor, in writing, that the vendor is subject to contractual default provisions if the corrections are not completed to the satisfaction of the County within thirty (30) calendar days of receipt of the notice. If the vendor fails to correct the work within the period specified in the notice, the County shall place the vendor in default, obtain the services of another vendor to correct the deficiencies, and charge the incumbent vendor for these costs, either through a deduction from the final payment owed to the vendor or through invoicing. If the vendor fails to honor this invoice or credit memo, the County may terminate the contract for default.

**Section 1.12: Warranty**

The vendor agrees that, unless expressly stated otherwise in the bid or proposal, the product and/or service furnished as a result of an award from this solicitation shall be covered by the most favorable commercial warranty the vendor gives to any customer for comparable quantities of products and/or services and the rights and remedies provided herein are in addition to said warranty and do not limit any right afforded to the County by any other provision of this solicitation.

The vendor hereby acknowledges and agrees that all materials, except where recycled content is specifically requested, supplied by the vendor in conjunction with this solicitation and resultant contract shall be new, warranted for their merchantability, and fit for a particular purpose.

**Section 1.13: Delivery and Completion of Solicitation Response****Section 1.13.1: Delivery of Solicitation Response**

Unless a package is delivered by the vendor in person, all incoming mail from the U.S. Postal Service and any package delivered by a third party delivery organization (FedEx, UPS, DHL, private courier, etc.) will be opened for security and contamination inspection by the Lake County Clerk of the Circuit Court Mail Receiving Center in an off-site secure controlled facility prior to delivery to any Lake County Government facility, which includes the Lake County Office of Procurement Services.

To be considered for award, a bid or proposal must be received and accepted in the Office of Procurement Services prior to the date and time established within the solicitation. A response will not be considered for award if received in the Office of Procurement Services after the official due date and time regardless of when or how it was received by the Lake County Clerk of Court Mail Receiving Center. Allow sufficient time for transportation and inspection.

Each package shall be clearly marked with the applicable solicitation number, title, and company name. Ensure that your bid or proposal is securely sealed in an opaque envelope/package to provide confidentiality of the bid or proposal prior to the due date stated in the solicitation.

If you plan on submitting your bid or proposal **IN PERSON**, please bring it to:

LAKE COUNTY PROCUREMENT SERVICES  
315 W. MAIN STREET  
4TH FLOOR, ROOM 441  
TAVARES, FLORIDA

If you submit your bid or proposal by the **UNITED STATES POSTAL SERVICE (USPS)**, please mail it to:

LAKE COUNTY PROCUREMENT SERVICES  
PO BOX 7800  
TAVARES, FL 32778-7800

If you submit your bid or proposal by a **THIRD PARTY CARRIER** such as FedEx, UPS, or a private courier, please send it to:

LAKE COUNTY PROCUREMENT SERVICES  
MAIL RECEIVING CENTER  
32400 COUNTY ROAD 473  
LEESBURG, FL 34788

Facsimile (fax) or electronic submissions (e-mail) will not be accepted.

#### **Section 1.13.2: Completion Requirements for Invitation to Bid**

Two (2) signed original bids and one (1) complete copy of the bid submitted by the vendor shall be sealed and delivered to the Office of Procurement Services no later than the official



**bid due date and time.** Any bid received after this time will not be considered and will be returned unopened to the submitter. The County is not liable or responsible for any costs incurred by any Bidder in responding to this ITB including, without limitation, costs for product and/or service demonstrations if requested.

When you submit your bid, you are making a binding offer to the County and are agreeing to all of the terms and conditions in this Invitation to Bid. Use only the form(s) provided in this document. If you make any change to the content or format of any form, the County may disqualify your offer. All information shall be legible and either written in ink or typewritten. If you make a correction or change on any document, the person signing the bid proposal must initial the change. The bid shall be manually signed in **BLUE INK** by an official authorized to legally bind the Bidder to its provisions.

**COMPLETION OF BID PACKAGE:** The vendor shall complete all required entries in Section 4 of the bid form such as, but not limited to, pricing pages, signature, certifications, references, and acknowledgement of any solicitation addenda. The vendor shall submit the entire solicitation with all Section 4 entries completed in the number of copies specified to the address specified in this solicitation. The vendor shall also submit any supporting documents (to include proof of insurability and provision of bid bonds as required), samples, and/or descriptive literature required by any of the provisions in Section 2 of the solicitation in a separate sealed envelope / package marked "Literature for Bid (Number).\" Do not indicate bid prices on literature.

**Specific Completion Directions:**

- Pricing shall be completed as directed within Section 4.
- Initial and date in **BLUE INK** the appropriate space(s) for each addendum you received for this ITB.
- Insert any prompt payment discount that you will offer. Note payment is NET 30 DAYS otherwise.
- Complete all certifications included within Section 4 of the solicitation.
- Complete the reference information sheets (include at least three references) contained within the solicitation.
- Complete the vendor information, and sign the bid (IN BLUE INK) in the spaces provided in Section 4 of the solicitation.
- If insurance is required, submit either a certificate of insurance, or evidence of insurability, that is in compliance with the stated insurance requirements.

**Section 1.14: Catalogs and Price Lists Should be Submitted with Offer**

The vendor shall submit one (1) copy of the current manufacturer's price list(s) and catalog(s) with the initial offer. Failure to meet this requirement may result in the vendors offer being rejected. These documents shall be in effect at the commencement of the contract and shall remain in effect for the life of the contract unless price escalations are specifically allowable in accordance with this contract. Discounts offered will be evaluated

against these price lists and catalogs in order to determine the vendor to whom award may be pursuant to Section 1.3 herein entitled "Method of Award".

Upon request, the vendor shall provide additional sets of the manufacturer's product catalogs and price lists at no additional cost to the County.

#### **Section 1.15: "Equal" Product Can be Considered**

If a product or service requested by this ITB has been identified in the specifications by a brand name, and has not been notated as a "No Substitute" item, such identification is intended to be descriptive and not restrictive, and is to indicate the quality and characteristics of product or service that will be acceptable. Vendors offering an alternate product will be considered for award if such product is clearly identified in the bid or proposal and is determined by the County to fully meet the salient characteristic requirements listed in the specifications. An alternate product will not be considered for any item notated "No Substitute".

Unless the vendor clearly indicates in its bid or proposal that it is proposing an alternate product, the bid or proposal shall be considered as offering the same brand name referenced in the specifications.

If the vendor proposes to furnish an alternate product or service, the brand name of the product or service to be furnished shall be clearly identified. The evaluation of the bid or proposal and the determination as to acceptability of the alternate product or service shall be the responsibility of the County and will be based upon information furnished by the vendor. The County will not be responsible for locating or securing any information which is not included in the bid or proposal. To ensure that sufficient information is available, the vendor shall furnish as part of the bid or proposal all descriptive material necessary for the County to determine whether the product offered meets the salient characteristics required by the specifications. Failure to do so may be considered a material deviation supportive of rejection of the bid.

#### **Section 1.16: Key Contractor Personnel**

In submitting a proposal, the Proposer is representing that each person listed or referenced in the proposal shall be available to perform the services described for the Lake County Board of County Commissioners, barring illness, accident, or other unforeseeable events of a similar nature in which case the Proposer must be able to promptly provide a qualified replacement. In the event the Proposer wishes to substitute personnel, the Proposer shall propose a person with equal or higher qualifications and each replacement person is subject to prior written County approval. In the event the requested substitute person is not satisfactory to the County and the matter cannot be resolved to the satisfaction of the County, the County reserves the right to cancel the contract for cause.

#### **Section 1.17: Local Office Shall be Available**

The vendor shall maintain an office within the geographic boundaries of Lake County. This office shall be staffed by a competent company representative who can be contacted during normal working hours and who is authorized to discuss matters pertaining to the contract.



The County reserves the right to perform an inspection of the local office during the offer evaluation period, and any time during the term of the contract, and to use this inspection as a means for determining the vendor to which award will be made under this solicitation. The acceptability of the size, location, and overall functionality of the service facility shall be determined by the County in consideration of the contract requirements. The County's best interests shall prevail in this regard, and the decision of the County in this regard shall be final.

**Section 1.18: Omission from the Specifications**

The apparent silence of this specification and any addendum regarding any details or omission from the specification of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail, and that only materials and workmanship of first quality are to be used. All interpretations of this specification shall be made upon the basis of this agreement.

**Section 1.19: Purchase of Other Items Not Listed Within this Solicitation Based on Price Quotes**

While the County has listed all major items within this solicitation which are utilized by County Departments in conjunction with their operations, there may be ancillary or similar items that may be purchased by the County during the term of the contract. Under these circumstances, a County Representative will contact the vendor to obtain a price quote for the ancillary item.

**Section 1.20: Special Notice to Vendors Regarding Federal and/or State Requirements**

Upon award of a contract resulting from this solicitation, the vendor shall utilize the U.S. Department of Homeland Security's E-Verify system in accordance with the terms governing use of the system to confirm the employment eligibility of:

- 1) All persons employed by the vendor during the term of the contract to perform employment duties within Lake County; and
- 2) All persons, including subcontractors, assigned by the vendor to perform work pursuant to the contract.

**•Section 1.21: Substitution of Items During Term of Contract**

Substitute brands or models may be considered during the contract period for discontinued models. The vendor shall not delivery any substitute items as a replacement to an awarded brand or model without the express written consent of Procurement Services prior to such delivery. Substitute items must be of equal or better quality than the awarded item. Substitutes shall be considered only when necessary. Excessive substitution requests may be cause to cancel contract.

**SCOPE OF SERVICES**

The Contractor shall provide all labor, equipment and materials needed to perform all operations necessary to furnish official uniform items, which will be used for official use by County employees doing County-related business. The Contractor will complete the work in strict accordance with these specifications and subject to the terms and conditions of the contract.

For all orders, the successful vendor shall provide the County an order form that can be used to place orders. All orders will need an electronic proof provided to the requesting department, and must be approved before the order is completed.

All orders placed shall be responded to within 2 business days. Delivery of the finished product shall be completed within 3 weeks after approval of the proof.

The Lake County BCC has established a Graphics Standard Manual that gives instructions as to the correct usage of the County's logo, including the correct size, colors, placement, etc. of the County logo on clothing. These standards shall be followed. See Attachment 2, Graphics Standard Manual.

Embroidery samples of the Lake County BCC logo, in the following options, shall be prepared upon execution of the contract, and must be approved by the County before any orders are processed.

- A one-color white logo on a black fabric background
- A one-color black logo on a light colored fabric background
- A full-color logo on a black fabric background
- A full-color logo on a light colored fabric background

The approved embroidery samples shall remain the standard for all uniforms purchased under the contract.

The embroidery samples shall become the property of Lake County and be retained and maintained by the successful bidder. At the end of the contract, the County may require that the samples be turned over to Procurement Services.

**Size and Fit:**

The contractor shall be responsible for measuring employees for uniforms to ensure a proper fit.



**3.1 DEFINITIONS**

**Addenda:** A written change to a solicitation.

**Bid:** Shall refer to any offer(s) submitted in response to this ITB.

**Bidder:** Refers to any entity that submitted a bid under an ITB.

**Contract:** The agreement to perform the services set forth in this solicitation. The contract will be comprised of the solicitation document signed by both parties with any addenda and other attachments specifically incorporated.

**Contractor:** The vendor to which award has been made.

**County:** Shall refer to Lake County, Florida.

**Invitation to Bid (ITB):** Shall mean this solicitation document, including any and all addenda. An ITB contains well-defined terms, conditions, and specifications, and is awarded to the lowest priced responsive and responsible bidder.

**Modification:** A written change to a contract.

**Responsible:** Refers to a bidder that has the capacity and capability to perform the work required under an Invitation to Bid, and is otherwise eligible for award.

**Responsive:** Refers to a bidder that has taken no exception or deviation from the terms, conditions, and specifications in an ITB.

**Solicitation:** The written document requesting either bids or proposals from the marketplace.

**Vendor:** A general reference to any entity responding to this solicitation or performing under any resulting contract.

The County has established that the words "shall", "must", or "will" are equivalent within this ITB and indicate a mandatory requirement which shall not be waived by the County.

**3.2 INSTRUCTIONS TO BIDDERS****A. Bidder Qualification**

It is the policy of the County to encourage full and open competition among all available qualified vendors. All vendors regularly engaged in the type of work specified in the solicitation are encouraged to submit bids. To be recommended for award the County requires that vendors provide evidence of compliance with the requirements below upon request:

1. Disclosure of Employment
2. Disclosure of Ownership
3. Drug-Free Workplace
4. W-9 and \$109 Forms – The vendor must furnish these forms upon request as required by the Internal Revenue Service.
5. Social Security Number – The vendor must provide a copy of the primary owner's social security card if the social security number is being used in lieu of the Federal Identification Number (F.E.I.N.)
6. Americans with Disabilities Act (A.D.A.)
7. Conflict of Interest
8. Debarment Disclosure Affidavit
9. Nondiscrimination
10. Family Leave
11. Antitrust Laws – By acceptance of any contract, the vendor agrees to comply with all applicable antitrust laws.

**B. Public Entity Crimes**

Pursuant to Section 287.133(2)(a) of the Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

**C. Request for Additional Information**

Any communication or inquiries, except for clarification of process or procedure already contained in the solicitation, are to be made in writing to the attention of the procurement representative identified in the solicitation no later than five (5) working days prior to the bid due date. Such inquiries shall contain the requester's name,

address, and telephone number. The Procurement Services Office may issue an addendum in response to any inquiry received, prior to bid opening, which changes, adds to, or clarifies the terms, provisions, or requirements of the solicitation. The bidder should not rely on any statement or explanation whether written or verbal, other than those made in this solicitation document or in any addenda issued. Where there appears to be a conflict between this solicitation and any addenda, the last addendum issued shall prevail. It is the bidder's responsibility to ensure receipt and to acknowledge all addenda and any accompanying documentation. Failure to acknowledge each addendum may prevent the bid from being considered for award.

**D. Contents of Solicitation and Bidders' Responsibilities**

It is the responsibility of the bidder to become thoroughly familiar with the requirements, terms, and conditions of this solicitation. Stated unawareness of contractual terms and conditions will not be accepted as a basis for varying the requirements of the County or the amount to be paid to the vendor.

**E. Restricted Discussions**

From the date of issuance of this solicitation until final County action, vendors should not discuss the solicitation with any employee, agent, or any other representative of the County except as authorized by the designated procurement representative. The only communications that shall be considered pertinent to this solicitation are written documents from the vendor addressed to the designated procurement representative and relevant documents promulgated by the designated procurement representative.

**F. Change to, Withdrawal of, or Mistake in, Bid**

**Changes to Bid** - Prior to bid opening, a bidder may change its bid by submitting a new bid with notice on the firm's letterhead, signed by an authorized agent, stating that the new submittal replaces the original submittal. The new submittal shall contain all information as required for submitting the original bid.

**Withdrawal of Bid** - A bid may be withdrawn, either physically or by written notice, at any time prior to the bid due date. If withdrawn by written notice, that notice must be addressed to, and received by, the designated procurement representative prior to the bid due date and time. A bid may also be withdrawn after expiration of the specified bid acceptance period, and prior to award, by submitting a letter to the designated procurement representative. The withdrawal letter must be on company letterhead and signed by an authorized agent of the bidder.

**Mistake in Bid** - Any allegation of mistake in Bid shall be treated on a case-by-case basis. It is to be assumed that any alteration in bid price after receipt of bids will be exceptional in nature, and will be allowed only when substantiated by current legal precedence.

**G. Conflicts within the Solicitation**

Where there appears to be a conflict between contractual terms and conditions, the technical specifications, the pricing section, or any addendum issued, the order of precedence shall be: last addendum issued, the pricing section, the technical specifications, the special, and then general conditions. It is incumbent upon the vendor to identify such conflicts prior to the bid response date.

**H. Prompt Payment Terms**

It is the policy of the County that payment for all purchases by County agencies shall be made in a timely manner and that interest payments will be made on late payments in accordance with Part VII, Chapter 218, Florida Statutes, known as the Florida Prompt Payment Act. The bidder may offer cash discounts for prompt payments; however, such discounts will not be considered in determining the lowest price during bid evaluation. Bidders are requested to provide prompt payment terms in the space provided on the signature page of the solicitation.

**3.3 PREPARATION OF BIDS**

- A. The Pricing Section of this solicitation defines the goods or services to be purchased, and must be completed and submitted with the bid. Use of any other form or alteration of the form may result in the rejection of the bid.
- B. The bid submitted must be legible, and completed using typewriter, computer or ink. Any entry change must be



crossed out and initialed in ink. Failure to comply with these requirements may cause the bid to be rejected.

- C. An authorized agent of the bidder's firm must sign the bid. **FAILURE TO SIGN THE BID MAY RENDER THE BID NON-RESPONSIVE.**
- D. The bidder may be considered non-responsive if bids are conditioned to modifications, changes, or revisions to the terms and conditions of this solicitation.
- E. The bidder may submit alternate bid(s) for the same solicitation provided that such offer is allowable under the terms and conditions. The alternate bid must meet or exceed the minimum requirements and be submitted as a separate bid marked "Alternate Bid".
- F. When there is a discrepancy between the unit prices and any extended prices, the unit prices will prevail.
- G. Any bid received after the stipulated bid due date and time through no fault of the County will be considered late, and except under the most exceptional circumstances, not be considered for award.
- H. Unless otherwise specified in the solicitation, prices quoted shall be F.O.B. Destination.

### 3.4 COLLUSION

Where two (2) or more related parties, as defined herein, each submit a bid for the same contract, or evidence any prior understanding, agreement, or connection in such regard, such bids shall be presumed to be collusive. Related parties shall mean bidder or principals thereof that have a direct or indirect ownership interest in another bidder for the same contract or in which a parent company or the principals thereof of one bidder have a direct or indirect ownership interest in another bidder for the same contract. Bids found to be collusive shall be rejected. Bidders which have been found to have engaged in collusion may be considered non-responsive, and may be suspended or debarred. Any contract resulting from collusive bidding may be terminated for default.

### 3.5 PROHIBITION AGAINST CONTINGENT FEES

The vendor warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for the vendor to solicit or secure the contract and that they have not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the vendor, any consideration contingent upon or resulting from the award or making of the contract.

### 3.6 CONTRACTING WITH COUNTY EMPLOYEES

Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the County Attorney prior to submittal of a response to contract with the County. The affected employee shall disclose the employee's assigned function within the County and interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract.

### 3.7 INCURRED EXPENSES

This solicitation does not commit the County to award nor be responsible for any cost or expense which may be incurred by any bidder in preparing or submitting a bid, or any cost or expense incurred prior to the execution of a purchase order or contract. By submitting a bid, the bidder also agrees that the County bears no responsibility for any costs of the bidder associated with any administrative or judicial proceedings resulting from this solicitation process.

### 3.8 COUNTY IS TAX-EXEMPT

When purchasing on a direct basis, the County is generally exempt from Federal Excise Taxes and all State of Florida sales and use taxes. The County will provide an exemption certificate upon request by the seller for such purchases. Except for item(s) specifically identified by the vendor and accepted by the County for direct County purchase under the Sales Tax Recovery Program,

contractors doing business with the County are not exempt from paying sales tax to their suppliers for materials needed to fulfill contractual obligations with the County, nor is any vendor authorized to use the County Tax Exemptions for such purchases.

### 3.9 PROPRIETARY/CONFIDENTIAL INFORMATION

Bidders are hereby notified that all information submitted as part of a bid will be available for public inspection in compliance with Chapter 119 of the Florida Statutes (the "Public Record Act"). The bidder should not submit any information which the bidder considers proprietary or confidential. The submission of any information to the County in connection with any solicitation shall be deemed conclusively to be a waiver of any protection from release of the submitted information unless such information is exempt or confidential under the Public Records Act.

### 3.10 CANCELLATION OF SOLICITATION

The County reserves the right to cancel, in whole or in part, any Invitation to Bid when it is in the best interest of the County.

### 3.11 AWARD

- A. Unless otherwise allowed by statute or ordinance, award will be made to the lowest priced responsive and responsible bidder. The County reserves the right to reject any and all bids, to waive non-material irregularities or technicalities and to re-advertise for all or any part of this solicitation as deemed in its best interest. The County shall be the sole judge of its best interest.
- B. When there are multiple line items in a solicitation, the County reserves the right to award on an individual item basis, any combination of items, total low bid or in whichever manner deemed in the best interest of the County. This provision specifically supersedes any method of award criteria stated in the solicitation when such action is clearly necessary to protect the best interests of the County.
- C. The County reserves the right to reject any and all bids if it is determined that prices are excessive or determined to be unreasonable, or it is otherwise determined to be in the County's best interest to do so.
- D. The County reserves the right to negotiate prices with the low bidder, provided that the scope of work is not amended.
- E. Award will only be made to firms that satisfy all legal requirements to do business with the County. The County may conduct a pre-award inspection of the bidder's site or conduct a pre-award qualification meeting to determine the responsibility and capacity of the bidder to perform. Award may be predicated on compliance with and submittal of all required documents as stipulated in the solicitation.
- F. The bidder's performance as prime or subcontractor on previous County contracts shall be taken into account in evaluating the responsibility of a responding bidder.
- G. The Director of Procurement Services will decide all tie bids in consonance with current written procedure in that regard.
- H. A vendor wishing to protest any award decision resulting from this solicitation shall do as provided for in the County's Purchasing Procedure Manual.

### 3.12 GENERAL CONTRACT CONDITIONS

The contract shall be binding upon and shall inure to the benefit of each of the parties and of their respective successors and permitted assigns. The contract may not be amended, released, discharged, rescinded or abandoned, except by a written instrument duly executed by each of the parties hereto. The failure of any party hereto at any time to enforce any of the provisions of the contract will in no way constitute or be construed as a waiver of such provision or of any other provision hereof, nor in any way affect the validity of, or the right thereafter to enforce, each and every provision of the contract. Any dispute arising during the course of contract performance that is not readily rectified by coordination between the vendor and the County user department shall be referred to Procurement Services office for resolution.



**3.13 OTHER AGENCIES**

With the consent of the vendor, other agencies may make purchases in accordance with the contract. Such purchases shall be governed by the same terms and conditions as stated herein with the exception of the change in agency name.

**3.14 CONTRACT EXTENSION**

The County has the unilateral option to extend a contract for up to ninety (90) calendar days beyond the current contract period. In such event, the County will notify the vendor(s) in writing of such extensions. The contract may be extended beyond the initial ninety (90) day extension upon mutual agreement between the County and the vendor(s). Exercise of the above options requires the prior approval of the Director of Procurement Services.

**3.15 WARRANTY**

All warranties express and implied, shall be made available to the County for goods and services covered by this solicitation. All goods furnished shall be fully guaranteed by the vendor against factory defects and workmanship. At no expense to the County, the vendor shall correct any and all apparent and latent defects that may occur within the manufacturer's standard warranty period. The special conditions of the solicitation may supersede the manufacturer's standard warranty.

**3.16 ESTIMATED QUANTITIES**

Estimated quantities or dollars are for bidder's guidance only. No guarantee is expressed or implied as to quantities or dollar value that will be used during the contract period. The County is not obligated to place any order for a given amount subsequent to the award of this solicitation. The County may use estimated quantities in the award evaluation process. Estimated quantities do not contemplate or include possible additional quantities that may be ordered by other entities that may utilize this contract. In no event shall the County be liable for payments in excess of the amount due for quantities of goods or services actually ordered.

**3.17 NON-EXCLUSIVITY**

It is the intent of the County to enter into an agreement that will satisfy its needs as described within this solicitation. However, the County reserves the right to perform, or cause to be performed, all or any of the work and services herein described in the manner deemed to represent its best interests. In no case will the County be liable for billings in excess of the quantity of goods or services actually provided under this contract.

**3.18 CONTINUATION OF WORK**

Any work that commences prior to, and will extend, beyond the expiration date of the current contract period shall, unless terminated by mutual written agreement between the County and the vendor, continue until completion without change to the then current prices, terms and conditions.

**3.19 LAWS, RULES, REGULATIONS AND LICENSES**

The vendor shall comply with all federal, state, and local laws and regulations applicable to provision of the goods and/or services specified in this solicitation. During the term of the contract the vendor assures that it is in compliance with Title VII of the 1964 Civil Rights Act, as amended, and the Florida Civil Rights Act of 1992, in that the vendor does not on the grounds of race, color, national origin, religion, sex, age, disability or marital status, discrimination in any form or manner against the end/or employees or applicants for employment. The vendor understands that any contract is conditioned upon the veracity of this statement.

**3.20 SUBCONTRACTING**

Unless otherwise stipulated herein, the vendor shall not subcontract any portion of the work without the prior written consent of the County. Subcontracting without the prior consent of the County may result in termination of the contract for default.

**3.21 ASSIGNMENT**

The vendor shall not assign or transfer any contract resulting from this solicitation, including any rights, title or interest therein, or its power to execute such contract to any person, company or corporation without the prior written consent of the County. This provision specifically includes any acquisition or hostile takeover of the awarded vendor. Failure to comply in this regards may result in termination of the contract for default.

**3.22 RESPONSIBILITY AS EMPLOYER**

The employee(s) of the vendor shall be considered at all times its employee(s), and not an employee(s) or agent(s) of the County. The contractor shall provide employee(s) capable of performing the work as required. The County may require the contractor to remove any employee it deems unacceptable. All employees of the contractor may be required to wear appropriate identification.

**3.23 INDEMNIFICATION**

To the extent permitted by law, the vendor shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorney's fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of the agreement by the vendor or its employees, agents, servants, partners, principals or subcontractors. The vendor shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon. The vendor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the vendor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

**3.24 MODIFICATION OF CONTRACT**

Any contract resulting from this solicitation may be modified by mutual consent of duly authorized parties, in writing through the issuance of a modification to the contract and/or purchase order as appropriate. This presumes the modification itself is in compliance with all applicable County procedures.

**3.25 TERMINATION FOR CONVENIENCE**

The County, at its sole discretion, reserves the right to terminate this contract upon thirty (30) days written notice. Upon receipt of such notice, the vendor shall not incur any additional costs under this contract. The County shall be liable only for reasonable costs incurred by the vendor prior to notice of termination. The County shall be the sole judge of "reasonable costs."

**3.26 TERMINATION DUE TO UNAVAILABILITY OF CONTINUING FUNDING**

When funds are not appropriated or otherwise made available to support continuation of performance in a current or subsequent fiscal year, the contract shall be cancelled and the vendor shall be reimbursed for the reasonable value of any non-recurring costs incurred amortized in the price of the supplies or services/tasks delivered under the contract.

**3.27 TERMINATION FOR DEFAULT**

The County reserves the right to terminate this contract, in part or in whole, or effect other appropriate remedy in the event the vendor fails to perform in accordance with the terms and conditions stated herein. The County further reserves the right to suspend or debar the vendor in accordance with the County ordinances, resolutions and/or administrative orders. The vendor will be notified by letter of the County's intent to terminate. In the event of termination for default, the County may procure the



required goods and/or services from any source and use any method deemed in its best interest. All re-procurement cost shall be borne by the vendor.

### 3.28 FRAUD AND MISREPRESENTATION

Any individual, corporation or other entity that attempts to meet its contractual obligations through fraud, misrepresentation or material misstatement, may be debarred for up to five (5) years. The County as a further sanction may terminate or cancel any other contracts with such individual, corporation or entity with such vendor held responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.

### 3.29 RIGHT TO AUDIT

The COUNTY reserves the right to require CONTRACTOR to submit to an audit by any auditor of the COUNTY's choosing. CONTRACTOR shall provide access to all of its records which relate directly or indirectly to this Agreement at its place of business during regular business hours. CONTRACTOR shall retain all records pertaining to this Agreement and upon request make them available to the COUNTY for three (3) years following expiration of the Agreement. CONTRACTOR agrees to provide such assistance as may be necessary to facilitate the review or audit by the COUNTY to ensure compliance with applicable accounting and financial standards. Additionally, CONTRACTOR agrees to include the requirements of this provision in all contracts with subcontractors and material suppliers in connection with the work performed hereunder. If an audit inspection or examination pursuant to this section discloses overpricing or overcharges of any nature by the CONTRACTOR to the COUNTY in excess of one percent (1%) of the total contract billings, in addition to making adjustments for the overcharges, the reasonable actual cost of the COUNTY's audit shall be reimbursed to the COUNTY by the CONTRACTOR. Any adjustments and/or payments which must be made as a result of any such audit or inspection of the CONTRACTOR's invoices and/or records shall be made within a reasonable amount of time, but in no event shall the time exceed ninety (90) days, from presentation of the COUNTY's audit findings to the CONTRACTOR.

### 3.30 PUBLIC RECORDS/ COPYRIGHTS

Pursuant to Section 119.0701, Florida Statutes, the awarded contractor shall comply with the Florida Public Records' laws, and shall: 1. Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the services identified herein. 2. Provide the public with access to public records on the same terms and conditions that the County would provide the records and at a cost that does not exceed the cost provided for by law. 3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law. 4. Meet all requirements for retaining public records and transfer, at no cost, to the County all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the County in a format that is compatible with the information technology systems of the County. Failure to comply with this section shall be deemed a breach of the contract and enforceable as set forth in Section 119.0701, Florida Statutes.

Any copyright derived from this Agreement shall belong to the author. The author and the CONSULTANT shall expressly assign to the COUNTY nonexclusive, royalty free rights to use any and all information provided by the CONSULTANT in any deliverable and/or report for the COUNTY's use which may include publishing in COUNTY documents and distribution as the COUNTY deems to be in the COUNTY's best interests. If anything included in any deliverable limits the rights of the COUNTY to use the information, the deliverable shall be considered defective and not acceptable and the CONSULTANT will not be eligible for any compensation.

### 3.31 GOVERNING LAWS

The interpretation, effect, and validity of any contract(s) resulting from this solicitation shall be governed by the laws and regulations of the State of Florida, and Lake County, Florida. Venue of any court action shall be in Lake County, Florida. In the event that a suit is brought for the enforcement of any term of the contract, or any right arising there from, the parties expressly waive their respective rights to have such action tried by jury trial and hereby consent to the use of non-jury trial for the adjudication of such suit.

### 3.32 STATE REGISTRATION REQUIREMENTS

Any corporation submitting a bid in response to this ITB shall either be registered or have applied for registration with the Florida Department of State in accordance with the provisions of Chapter 607, Florida Statutes. A copy of the registration/ application may be required prior to award of a contract. Any partnership submitting a bid in response to this ITB shall have complied with the applicable provisions of Chapter 620, Florida Statutes. For additional information on these requirements, please contact the Florida Secretary of State's Office, Division of Corporations, 800.755.5111 (<http://www.dos.state.fl.us>).

### 3.33 PRIME CONTRACTOR

The vendor awarded the contract shall act as the prime contractor and shall assume full responsibility for successful performance of the contract. The vendor shall be considered the sole point of contact with regard to meeting all requirements of the contract. All subcontractors will be subject to advance review by the County in regards to competency and security concerns. After the award of the contract no change in subcontractors will be made without the consent of the County. The vendor shall be responsible for all insurance, permits, licenses, and related matters for any and all subcontractors. Even if the subcontractor is self-insured, the County may require the contractor to provide any insurance certificates required by the work to be performed.

### 3.34 FORCE MAJEURE

The parties will exercise every reasonable effort to meet their respective obligations hereunder, but shall not be liable for delays resulting from force majeure or other causes beyond their reasonable control, including, but not limited to, compliance with revisions to Government law or regulation, acts of nature, acts or omissions of the other party, fires, strikes, national disasters, wars, riots, transportation problems and/or any other cause whatsoever beyond the reasonable control of the parties. Any such cause may be cause for appropriate extension of the performance period.

### 3.35 NO CLAIM FOR DAMAGES

No claim for damages or any claim other than for an extension of time shall be made or asserted against the County because of any delays. No interruption, interference, inefficiency, suspension, or delay in the commencement or progress of the Work shall relieve the vendor of duty to perform, or give rise to any right to damages or additional compensation from the County. The vendor's sole remedy shall be the right to seek an extension to the contract time. However, this provision shall not preclude recovery of damages by the vendor for hindrances or delays due solely to fraud, bad faith, or active interference on the part of the County.

### 3.36 TRUTH IN NEGOTIATION CERTIFICATE

For all agreements exceeding \$150,000, the firm awarded the agreement may be required to execute a truth in negotiation certificate stating that the wage rates and other factual unit costs are accurate, complete and current, at the time of contracting.

### 3.37 GRANT FUNDING

In the event any part of the contract is to be funded by federal, state, or other local agency monies, the vendor hereby agrees to comply with all requirements of the funding entity applicable to the use of the monies, including full application of requirements involving the use of minority firms, women's business enterprises, and labor surplus area firms. Vendors are advised that payments under the contract may be withheld pending completion and submission of all required forms and documents required of the vendor pursuant to the grant funding requirements.



**ITB TITLE: Purchase of Work Clothes and Uniforms****NOTES:**

- When purchasing on a direct basis, Lake County is exempt from all taxes (Federal, State, Local). A Tax Exemption Certificate will be furnished upon request for such purchases. **However, the vendor will be responsible for payment of taxes on all materials purchased by the vendor for incorporation into the project (see provision 3.8 for further detail).**
- The vendor shall not alter or amend any of the information (including, but not limited to stated units of measure, item description, or quantity) stated in the Pricing Section. If any quantities are stated in the pricing section as being "estimated" quantities, vendors are advised to review the "Estimated Quantities" clause contained in Section 3 of this solicitation.
- Any bid containing a modifying or "escalator" clause not specifically allowed for under the solicitation will not be considered.
- All pricing shall be FOB Destination unless otherwise specified in this solicitation document.
- All pricing submitted shall remain valid for a 90 day period. By signing and submitting a response to this solicitation, the vendor has specifically agreed to this condition.
- Vendors are advised to visit our website at <http://www.lakecountyfl.gov> and register as a potential vendor. Vendors that have registered on-line receive an e-mail notice when the County issues a solicitation matching the commodity codes selected by a vendor during the registration process.

**ACKNOWLEDGEMENT OF ADDENDA****INSTRUCTIONS:** Complete Part I or Part II, whichever applies**Part I:**

The bidder must list below the dates of issue for each addendum received in connection with this ITB:

Addendum #1, Dated: September 18, 2013 y/m

Addendum #2, Dated: \_\_\_\_\_

Addendum #3, Dated: \_\_\_\_\_

Addendum #4, Dated: \_\_\_\_\_

**Part II:**☐ No Addendum was received in connection with this ITB.

**By Signing this Bid the Bidder Attests and Certifies that:**

- It satisfies all legal requirements (as an entity) to do business with the County.
- The undersigned vendor acknowledges that award of a contract may be contingent upon a determination by the County that the vendor has the capacity and capability to successfully perform the contract.
- The bidder hereby certifies that it understands all requirements of this solicitation, and that the undersigned individual is duly authorized to execute this bid document and any contract(s) and/or other transactions required by award of this solicitation.

**Purchasing Agreements with Other Government Agencies**

This section is optional and will not affect contract award. If Lake County awarded you the proposed contract, would you sell under the same terms and conditions, for the same price, to other governmental agencies in the State of Florida? Each governmental agency desiring to accept to utilize this contract shall be responsible for its own purchases and shall be liable only for materials or services ordered and received by it. ☒ Yes ☐ No (Check one)

**Certification Regarding Felony Conviction**

Has any officer, director, or an executive performing equivalent duties, of the bidding entity been convicted of a felony during the past ten (10) years? ☐ Yes ☒ No (Check one)

**Reciprocal Vendor Preference:**

Vendors are advised the County has established, under Lake County Code, Chapter 2, Article VII, Sections 2-221 and 2-222; a process under which a local vendor preference program applied by another county may be applied in a reciprocal manner within Lake County. The following information is needed to support application of the Code:

1. Primary business location of the responding vendor (city/state): Eustis, FL
2. Does the responding vendor maintain a significant physical location in Lake County at which employees are located and business is regularly transacted: ☒ Yes ☐ No If "yes" is checked, provide supporting detail:

Showroom with samples available 9-5, Mon-Fri at Tip Tops, 100 S. Bay St., Eustis, FL

**Conflict of Interest Disclosure Certification**

Except as listed below, no employee, officer, or agent of the firm has any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and, this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.

DUNS Number (Insert if this action involves a federal funded project): \_\_\_\_\_

**General Vendor Information and Bid Signature:**

Firm Name: Tip Tops of America, Inc.  
 Street Address: 100 S. Bay Street, Eustis, FL 32726  
 Mailing Address (if different): \_\_\_\_\_  
 Telephone No.: 352-357-9559 Fax No.: 352-357-9211 E-mail: jim@tiptops.com  
 FEIN No. 59-3164172 Prompt Payment Terms: \_\_\_\_\_ % \_\_\_\_\_ days, net 30  
 Signature: James R. Budzynski Date: 10-2-13  
 Print Name: James R. Budzynski Title: Owner/President

**Award of Contract by the County: (Official Use Only)**

By signature below, the County confirms award to the above-identified vendor under the above identified solicitation. A separate purchase order will be generated by the County to support the contract.

**Vendor awarded as:**

- ☒ Sole vendor ☐ Pre-qualified pool vendor based on price  
☐ Pre-qualified pool vendor (spot bid) ☐ Primary vendor for items: \_\_\_\_\_  
☐ Secondary vendor for items: \_\_\_\_\_ ☐ Other status: \_\_\_\_\_

Signature of authorized County official: Sandra Rogers Date: 10/8/13  
 Printed name: Sandra Rogers Title: Contracting Officer



**THE FOLLOWING DOCUMENTS ARE ATTACHED**

**Attachment 1: Work References**

**Attachment 2: Graphics Standard Manual**

## WORK REFERENCES

Agency	Lake Sumter State College
Address	9501 US Hwy 441
City, State, ZIP	Leesburg, FL 34788
Contact Person	Mike Matulia
Telephone	352-323-3145
Date(s) of Service	15+ years
Type of Service	Screen printing, embroidery, promotional products
Comments:	

Agency	Lake County Sheriff's Office
Address	3100 W. Ruby Street
City, State, ZIP	Tavares, FL 32778
Contact Person	Linda McFadden
Telephone	352-326-8108
Date(s) of Service	15+ years
Type of Service	Screen printing, embroidery, promotional products
Comments:	

Agency	LRMC / CFHA
Address	1600 Dixie Ave
City, State, ZIP	Leesburg, FL 34748
Contact Person	Shelly Scarbrough, Carol Washburn
Telephone	352-323-5236 352-323-5407
Date(s) of Service	20+ years
Type of Service	Screen printing, embroidery, promotional products
Comments:	



# Graphics Standards Manual

Colors head  
Letter Logo  
Vehicle Sign  
Branding  
Seal  
Cards  
Business Large  
Small  
Medium  
Vertical  
Proportions  
Horizontal  
Marketing  
Envelopes  
Nomenclature



LAKE COUNTY  
FLORIDA

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# INTRODUCTION AND BACKGROUND

## Branding and Graphic identity

In order for any organization to cultivate lasting confidence within its constituencies, it must build a unique and positive image of itself. This image is the organization's brand, the central, defining image or idea of what it is and does.

And with the rapid growth that Lake County has seen in recent years, the need for a communicative brand has never been greater. Recognizing this, the Board of County Commissioners launched a program to develop the tools necessary to begin a branding program. This manual represents the outcome of that initiative.

The foundation of a brand is its graphic identity, the logo and other visual elements that represent it. A cohesive graphic identity allows everything from business cards to the doors on a County vehicle to tell a brand's story.

By having a strong brand and graphic identity, Lake County will inspire its citizens and be equipped to share the area's amenities with the world. This branding journey begins with a new identity system and standards to maintain it. But the final destination will be determined by resourcefulness and good stewardship by every County employee.

## The Importance of Having Standards

Simply put, standards are what put the identity in graphic identity. They enable an organization to maintain its distinctive look and feel in any situation.

By using its graphic elements consistently and judiciously, Lake County can build a lasting image and distinguish itself from other areas and organizations. Graphic standards allow the many individual departments that make up the Lake County team to come together as a unified whole before the citizens we serve.

It is imperative that you employ the standards contained herein whenever using graphic elements — for use in every medium. This manual is our team's visual playbook, providing the guidelines necessary to reach our goal of clear communication and an effective brand image.

## LOGO

As the primary visual representation of Lake County, our logo is the most vital graphic component of our brand. It communicates at a glance the natural amenities that make the area a wonderful place to live, work and play.

The great branding asset—and potential difficulty—of a logo is how readily it lends itself to a myriad of uses. By using the new logo widely, Lake County will have it constantly before the eyes of its citizens and quickly build recognition. However, the varying demands of diverse media (*e.g., a black-and-white printed piece versus a Web image or a vehicle decal*) increase the danger of producing inconsistent finished products, which would erode the very visual unity that the County wishes to achieve.

That is why it is essential that all Lake County employees follow a standard for the County's graphical identity. Every conceivable graphic needs to fall within these guidelines, making it easy for projects across the County to stay in harmony.



LAKE COUNTY  

---

FLORIDA



## Official Uses

The County logo is protected by County Ord. No. 2007-38, § 2, 8-7-07 – County logo and seal. Below is information pertaining to the adopted ordinance:

### *County logo and seal.*

- a) The Lake County Board of County Commissioners hereby designates the following logo to be the official logo of Lake County, Florida:



*Horizontal Treatment*



*Vertical Treatment*

The imagery for the logo features palm trees, a sailboat, an orange tree, an egret and a picturesque sunset overlooking a lake. Accompanying the collection of images are the words "Lake County" and "Florida." When the logo represents an approved county department, division or the board of county commissioners, the word "Florida" is replaced with the appropriate nomenclature.

- b) The Lake County Board of County Commissioners hereby designates the following seal to be the official seal of Lake County, Florida:

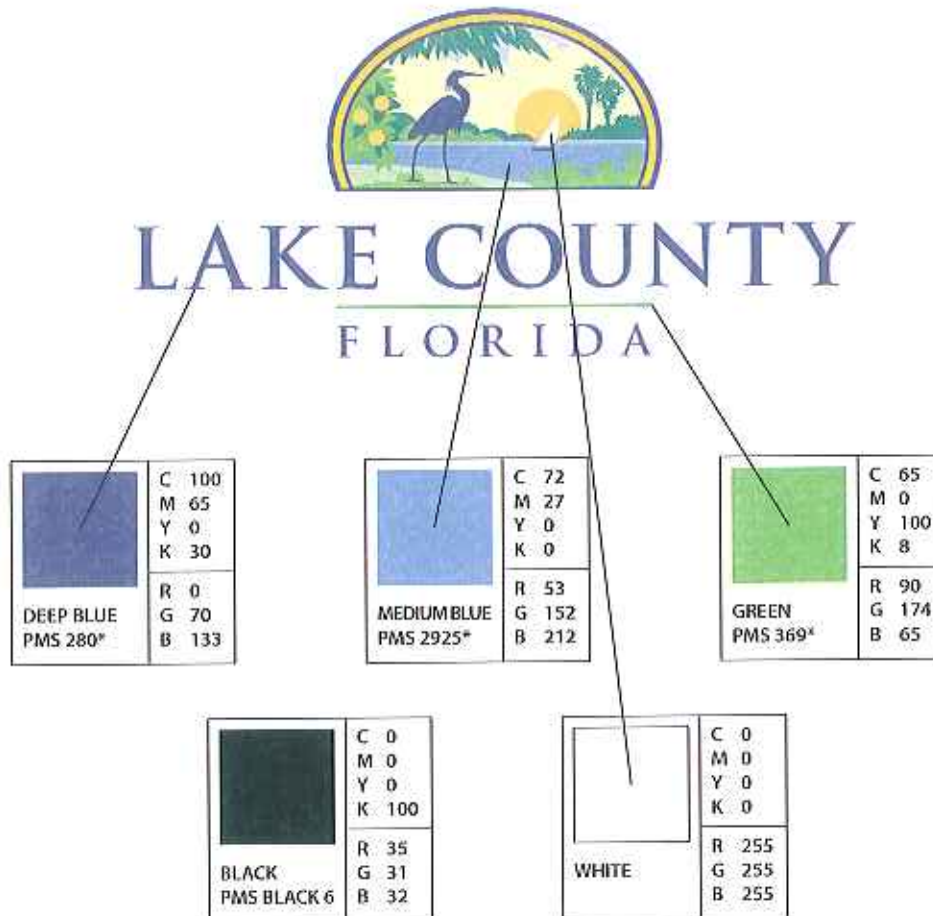


- c) The logo and seal are to be used only for official county business by county officials or employees in the performance of their official duties, unless written approval is obtained from the county manager or designee. The county manager may authorize use of the logo upon request from any person or entity with a proper purpose for use of the logo. Approval for use of the county logo may be revoked upon written notice from the county manager or designee.
- d) Any manufacture, use, display, facsimile, or reproduction of the county logo or seal other than as provided for above is prohibited. A violation of this section shall be punishable as provided in F.S. § 165.043, as a second degree misdemeanor.

## LOGO *(continued)*

### Official Colors

The official color for Lake County is a Deep Blue, Pantone Matching System (PMS #280.) Accent colors of Light Blue (PMS #2925), Green (PMS #396), Black and White can be used to compliment the official color. We recommend that these colors be incorporated into use in brochures, pamphlets, presentations, and other printed materials when appropriate to maintain consistency.



\* Indicates closest PMS match to the 4-color process logo.



## Official Type

The typeface and type size used with a passage can communicate as much to the reader as the words themselves. Type helps establish mood, attract attention and promote visual harmony. As such, consistency in type usage is as important to the County's branding program as it is for any other graphic element.

Lake County's graphic identity system includes the Trajan Pro and Warnock Pro type families, with specific typefaces within each family dedicated to specific uses. Rigorous adherence to type standards will help the County maintain a unified brand.

### TRAJAN PRO

Trajan Pro Bold is the primary font for the Lake County branding program. Trajan Pro Bold is used in the Lake County logotype, descriptive copy and department designations (*when used in conjunction with Division names.*) Trajan Pro Regular is also used in the County business papers.

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
ABCDEFGHIJKLMNOPQRSTUVWXYZ  
1234567890  
!@#%&'()\*

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
ABCDEFGHIJKLMNOPQRSTUVWXYZ  
1234567890  
!@#%&'()\*

### Warnock Pro

Warnock Pro is the secondary font for the Lake County branding program. Warnock Pro Semi-Bold Italic is used for the Lake County tagline and the Division font (*when used in conjunction with a Department name.*)

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890  
!@#%&'()\*



Horizontal Use



Vertical Use

## LOGO *(continued)*

### Logo Variations

#### *File Types: Bitmap vs. Vector*

The preferred file format to use is Vector (*EPS*), which produces the cleanest reproduction quality. All digital files for the logo can be found on the intranet, and have been saved in .jpg format for use in PowerPoint, Word & Excel documents that each department might produce. Below are some specifications on file types:

*Bitmap format (reference: Sue Chastain, "Vector and Bitmap Images", About.com 19 Jan. 2005):*

Bitmap images (also known as *raster images*) are made up of pixels in a grid. Pixels are picture elements; tiny dots of individual color that make up what you see on your screen. All these tiny dots of color come together to form the images you see. Bitmap images are resolution dependent. Resolution refers to the number of pixels in an image and is usually stated as dpi (*dots per inch*) or ppi (*pixels per inch*). Because bitmaps are resolution dependent, it's difficult to increase or decrease their size without sacrificing a degree of image quality. When you reduce the size of a bitmap image through your software's resample or resize command, you must throw away pixels. When you increase the size of a bitmap image through your software's resample or resize command, the software has to create new pixels. All scanned images are bitmaps, and all images from digital cameras are bitmaps.

*Some common types of Bitmap formats are:*

- BMP
- GIF
- JPEG, JPG
- PNG
- TIFF
- PSD (*Adobe Photoshop Document*)

*Some popular bitmap editing programs are:*

- Microsoft Paint
- Adobe Photoshop
- Corel Photo-Paint

*Vector format (reference: Sue Chastain, "Vector and Bitmap Images", About.com 19 Jan. 2005):*

Vector images are made up of many individual, scalable objects. These objects are defined by mathematical equations rather than pixels, so they always render at the highest quality. Objects may consist of lines, curves, and shapes with editable attributes such as color, fill, and outline. Changing the attributes of a vector object does not affect the object itself. You can freely change any number of object attributes without destroying the basic object. An object can be modified not only by changing its attributes, but also by shaping and transforming it.

Because they're scalable, vector-based images are resolution independent. You can increase and decrease the size of vector images to any degree and your lines will remain crisp and sharp, both on screen and in print. Fonts are a type of vector object.



Another advantage of vector images is that they're not restricted to a rectangular shape like bitmaps. Vector objects can be placed over other objects, and the object below will show through.



Vector images primarily originate from software. You can't scan an image and save it as a vector file without using special conversion software. On the other hand, vector images can, quite easily, be converted to bitmaps. This process is called rasterizing. When you convert a vector image to a bitmap, you can specify the output resolution of the final bitmap for whatever size you need. Once it has been converted to a bitmap, the image loses all the wonderful qualities it had in its vector state. If you convert a vector to a bitmap at a size of 100 x 100 pixels and then decide you need the image to be larger, you'll need to go back to the original vector file and export the image again.

The most common reason for wanting to convert a vector to a bitmap would be for use on the Web. Due to the nature of vector images, they are best converted to GIF, JPEG or PNG format for use on the Web.

*Some common types of Vector formats are:*

- AI (Adobe Illustrator)
- EPS (Encapsulated Postscript File)
- CDR (CorelDraw)
- DXF (AutoCAD)
- WMF (Windows Metafile)

*Some popular Vector editing programs are:*

- Adobe Illustrator
- CorelDraw
- Adobe FreeHand

## Logo Orientation

Each of the digital files for the Lake County logo has been created with two type treatments, Horizontal and Vertical:



*Horizontal Treatment*



*Vertical Treatment*

## LOGO *(continued)*

### Logo Sizes

The Lake County logo has been created to accommodate multiple size variations. The proper size limit for both the vertical and horizontal versions of the logo files are listed below:

Logo Type:	Smallest Use Allowed	Largest Use Allowed
Horizontal Logo	1.4" x 1"	None
Vertical Logo	.75" x .75"	None

The logos are available for download in JPEG and PNG format in three different sizes on the Lake County web site: [http://www.lakecountyfl.gov/media/county\\_logo/](http://www.lakecountyfl.gov/media/county_logo/). Below are the sizes available, along with some parameters with which to judge what size logo to download for your project.

Horizontal Logo:	Examples of Use	Smallest Use Allowed	Largest Use Allowed
Large	Poster, Banner	6.5" x 3"	None
Medium	Report Covers, Presentations	3.25" x 1.5"	6.5" x 3"
Small	Business Cards, Pamphlets, Promotional Items	1.4" x 1"	3.25" x 1.5"

Vertical Logo:	Examples of Use	Smallest Use Allowed	Largest Use Allowed
Large	Poster, Banner	4" x 4"	None
Medium	Report Covers, Presentations	2" x 2"	4" x 4"
Small	Business Cards, Pamphlets, Promotional Items	.75" x .75"	2" x 2"

If you have questions about which size you should use with your project, please contact the Office of Information Outreach (343-9603).



## Logo Color Options

The logo can be used in three main color categories: 4-Color, 1-Color and 1-Color with Screen tints. Only approved colors should be used on the County Logo. Below is some information about each of the color categories available.

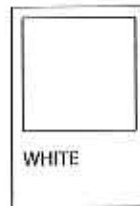
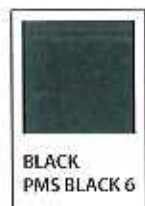
### *4-Color logo:*

The Lake County logo is a 4-color process graphic, and is the preferred version to be used whenever possible. The color usage and breakdowns for the major colors in the 4-color logo are as follows:



### *1-Color logo:*

The following options should be used if a 1-color logo is required. The only acceptable color options are PMS 280, Black or White.



## LOGO *(continued)*

### Prohibited Uses of Logo

In order to establish and maintain consistent and effective use of the Lake County logo, it is essential that the standards established in this manual be followed. Use only one of the variations provided in this document. Don't try to use different configurations of the art and type or attempt to change one to suit your project. Below are some common errors that should be avoided. If you need assistance with incorporating the logo into your project, please contact Information Outreach at 343-9603.



#### *Improper Color Usage*

*The Lake County logo should not be reproduced with any other colors not listed or displayed in this manual.*



#### *Improper Size Relationships*

*Do not change the relationship of the logo in relation to the nomenclature or department designations.*



#### *Improper Resize*

*Do not distort the logo by resizing it incorrectly. Always hold down the "SHIFT" key on the keyboard while dragging one of the corner resize handles.*



#### *Removing the Text Under the Image*

*Do not remove the text under the Lake County Logo, and use the image only. The logo consists of the graphical elements and the text combined.*





#### *Improper Positioning*

*Do not change the position of the logo in relation to the nomenclature.*

#### *Improper FONT USAGE*

*Do not change the fonts of the Lake County logo and nomenclature.*



#### *Improper Type Reversal*

##### *Not converting the lettering & green line*

*When using the logo on dark backgrounds, all elements under the imagery must be converted to white, including the green line.*



##### *Converting the lettering only*

*When using the logo on dark backgrounds, all elements under the imagery must be converted to white, including the green line.*

## LOGO *(continued)*



### *Improper Orientation*

*Do not skew or rotate the logo or nomenclature of the Lake County Logo.*



### *Distracting Background*

*Do not use the Lake County Logo on a busy background that distracts from its legibility.*



### *Adding Effects or Graphics*

*Do not use any special effects that may distract from its legibility. Do not add or overlap any additional graphics to the Lake County Logo.*



### *Replacing Lettering*

*Do not replace Lake County wording with your name.*



### *Logo proportions*

The logo should never be manipulated to adjust the proportions. An example would be to increase the picture part of the logo, while decreasing the font "Lake County" underneath. The text beneath the imagery is a part of the overall County brand, and should not be increased or decreased outside of the specifications set in these guidelines.



# TECHNICAL SPECIFICATIONS

For vendors and organizations using the Lake County logo in digital or printed format, the following technical guidelines have been established, and should be followed to ensure the brand for Lake County is maintained.

## Type Standards & Relationships

The following demonstrates the various type configurations and their spatial relationships for the Lake County logo. In a vertical oriented logo, the same type size and proportions from the horizontal usage still apply. When typesetting is needed, these standards must be followed to in order to maintain a consistent brand image, and County employees must adhere to these standards at all times.

### Font Usage Standards



	C 100
	M 65
	Y 0
	K 30
DEEP BLUE PMS 280*	R 0
	G 70
	B 133

	C 72
	M 27
	Y 0
	K 0
MEDIUM BLUE PMS 2925*	R 53
	G 152
	B 212

	C 65
	M 0
	Y 100
	K 8
GREEN PMS 369*	R 90
	G 174
	B 65

\* Colors for 4-Color usage. When using 2-Color or 1-Color logos, please follow the usage guidelines on pages 11 - 12.

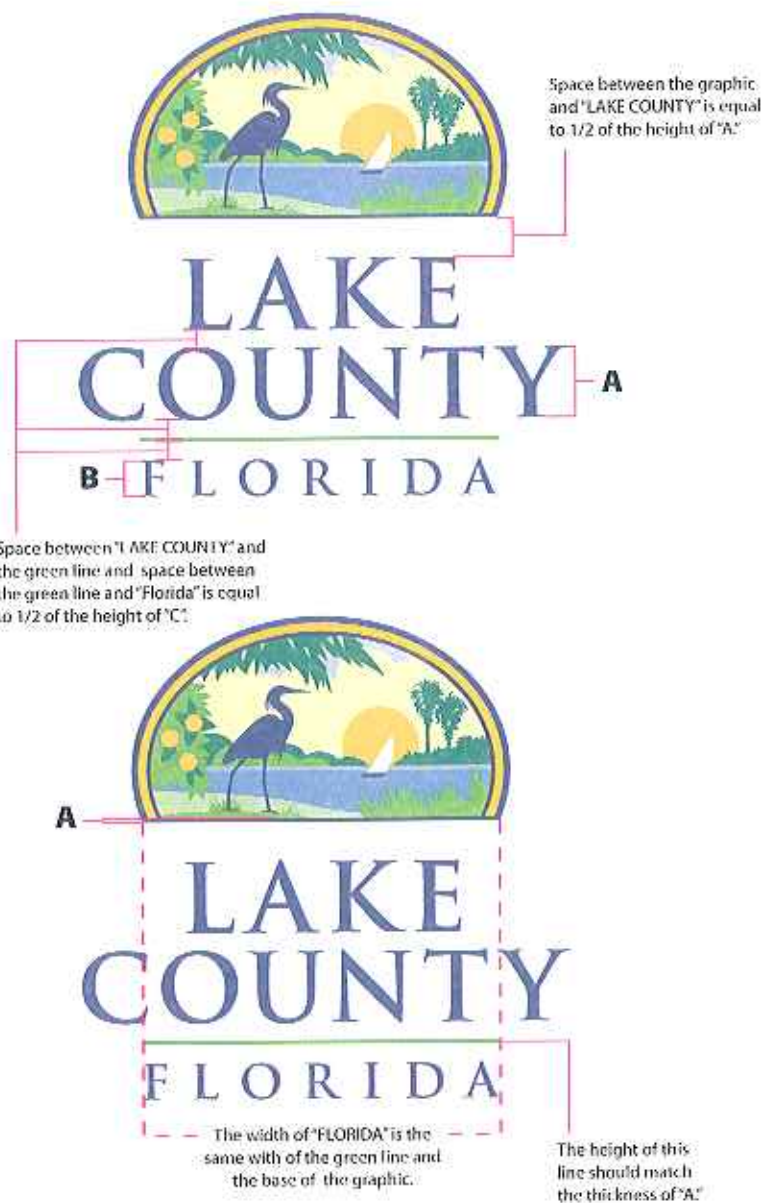


## Horizontal Logotype



## TECHNICAL SPECIFICATIONS *(continued)*

### Vertical Logotype





## Horizontal Logo with Descriptive Copy and Tagline

The descriptive copy is set in Trajan Pro Bold, and should be 1/2 of the height of "A."



**LAKE COUNTY**

**A FLORIDA**

LAKEs. HILLs. HORIZONs.

*Where the best comes into view*

The tagline is set in Warnock Pro Semibold Italic and should be the same height as the height as the descriptive copy.

Distance between the descriptive copy and the logotype is equal to "B."

The width of the descriptive copy should line up with the width of the green line, the edges of "FLORIDA" and the bottom of the graphic.



**LAKE COUNTY**

**FLORIDA**

LAKEs. HILLs. HORIZONs.

*Where the best comes into view*

The width of the tagline should be equal to 1 1/2 the width of "B."

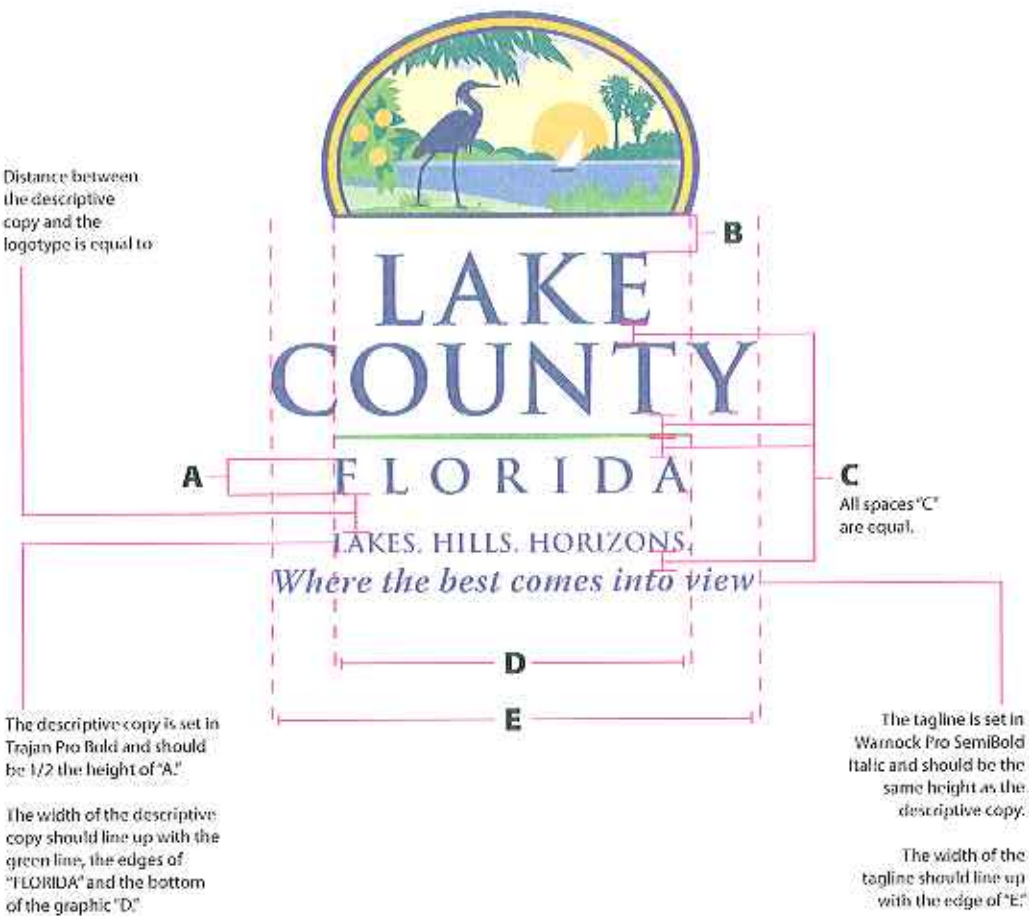
**B**

**A**

All spaces "A" are equal.

# TECHNICAL SPECIFICATIONS *(continued)*

## *Vertical Logo with Descriptive Copy and Tagline*



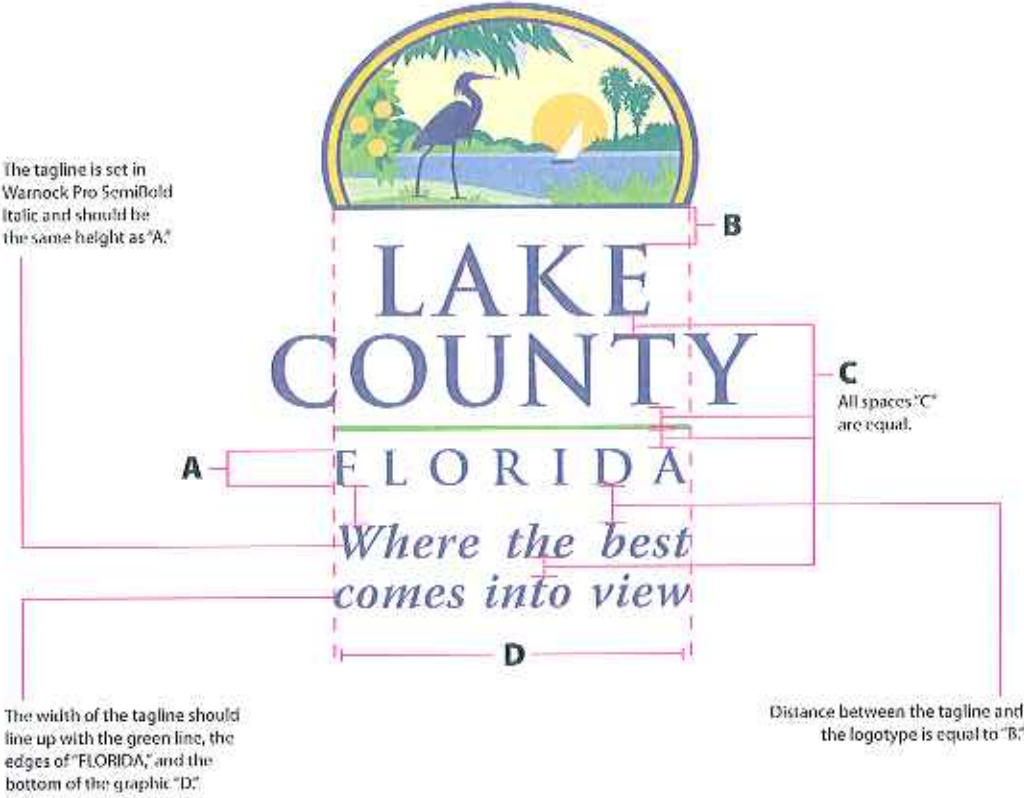


*Horizontal Logo with Tagline Only*



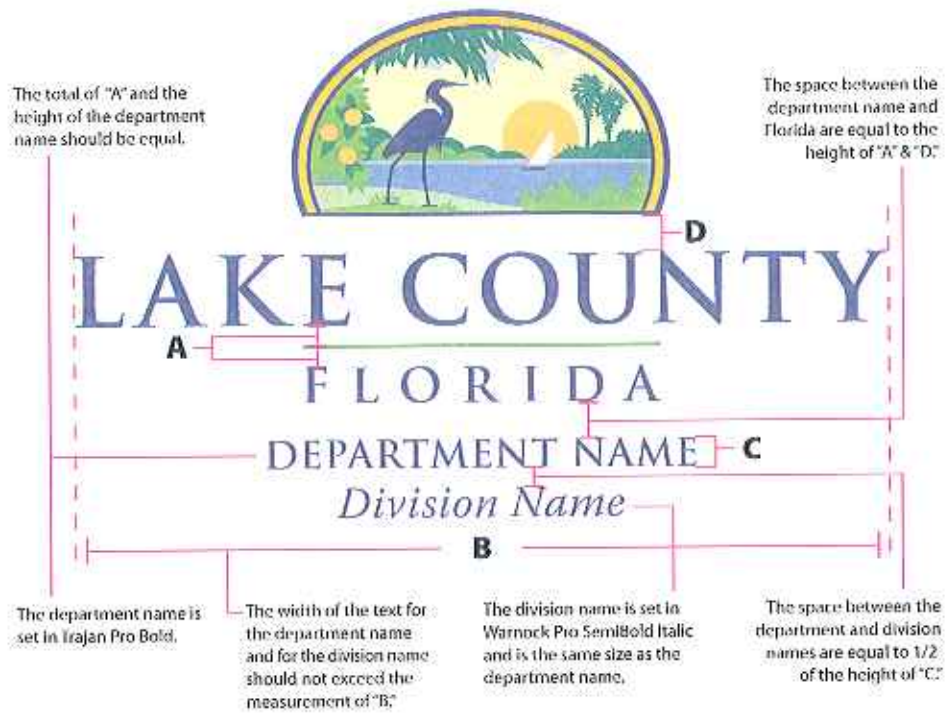
# TECHNICAL SPECIFICATIONS *(continued)*

## *Vertical logo with tagline only*



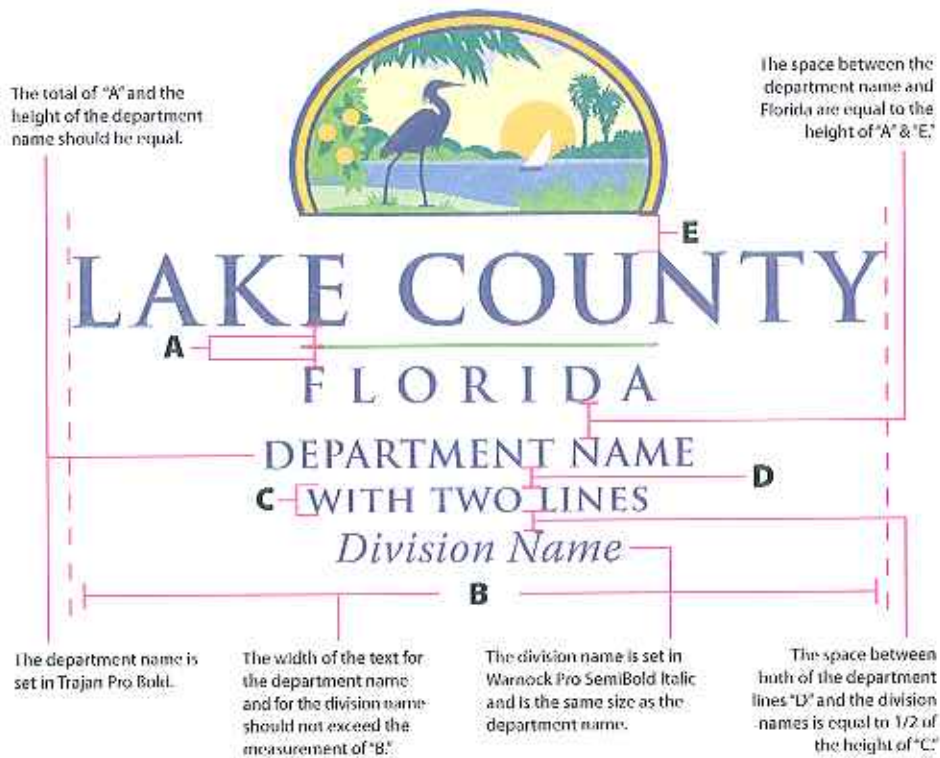


## Horizontal Logo with One-line Department and Division Names

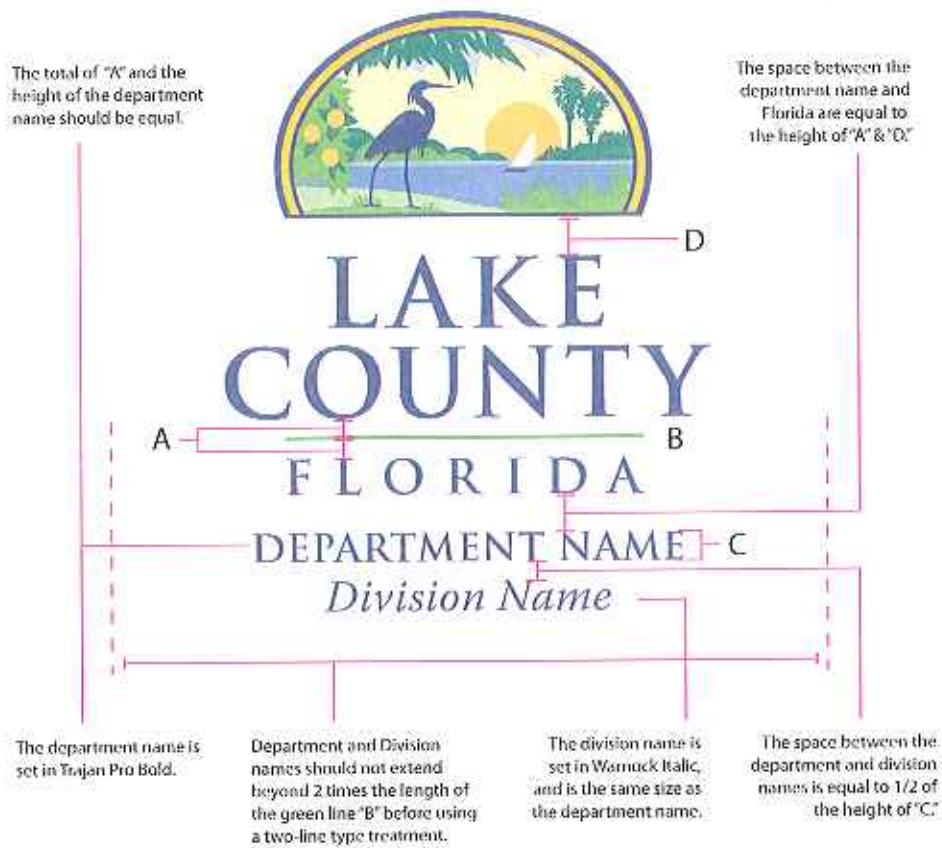


## TECHNICAL SPECIFICATIONS *(continued)*

### *Horizontal Logo with Two-Line Department Name and Division Name*



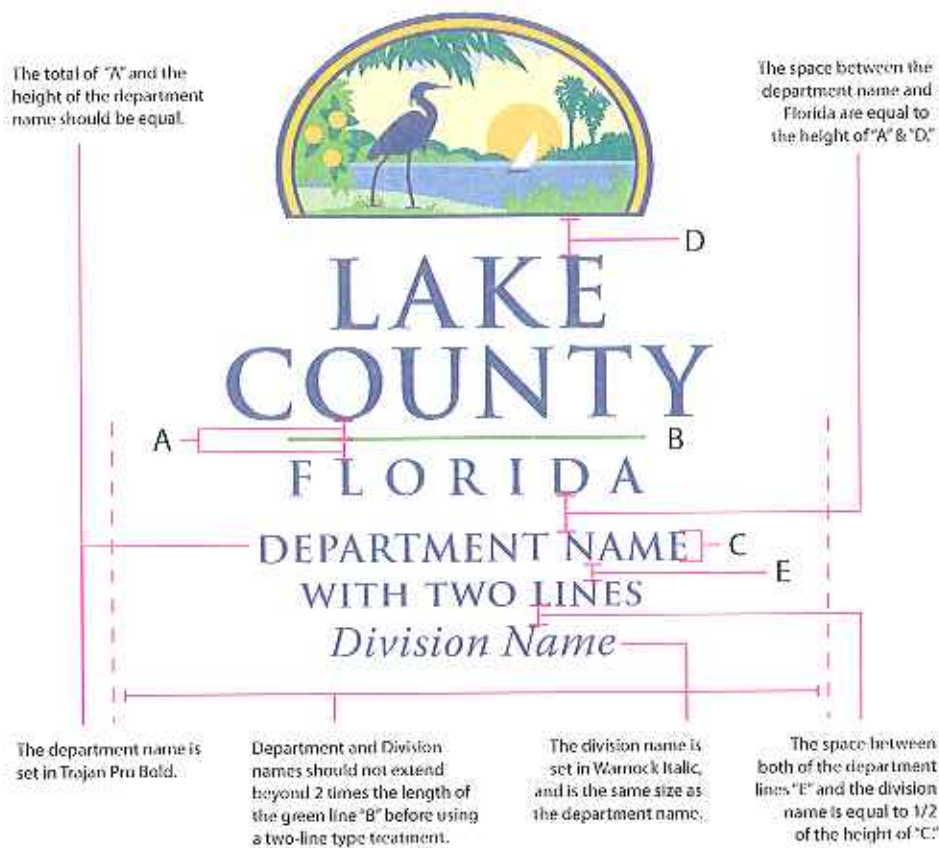
*Vertical Logo with One-line Department and Division Names*





## TECHNICAL SPECIFICATIONS *(continued)*

### *Vertical Logo with Two-line Department Name and Division Name*



For assistance with Departmental logos for your documents, please contact the Office of Information Outreach at 343-9603.

# NOMENCLATURE

## Descriptive Copy and Tagline

The two new elements that compose the County's nomenclature system are descriptive copy and a tagline. Descriptive copy briefly conveys what an organization is, while a tagline expresses how it wants to be perceived.

Lake County's descriptive copy—"Lakes, Hills, Horizons."—Relates the natural assets that make the area unique in Florida. The County's tagline—"Where The Best Comes Into View."—References the area's vistas and other amenities while suggesting that the ideal is always in sight.

The descriptive copy and tagline work together to favorably articulate the essence of Lake County. These elements will often be combined with the logo for even greater impact. When they are used, maintaining the standards that follow will ensure the most effective communications possible.

The following examples show the proper usage of the descriptive copy and tagline when used with the Lake County logo. The tagline can be used with the logo separately. However, the descriptive copy should NOT be used without the tagline.



*Descriptive Copy and Tagline Logo  
Horizontal Logo*



*Tagline Usage  
Horizontal Logo*

## Mission, Vision & Values

A mission statement describes the overall purpose of the organization, while the vision statement focuses on the reward that lies at the end of the roadmap described in the mission statement. Values showcase the toolbox of qualities that allow an organization to fulfill its mission and achieve its vision. In January 2006, the Board updated the County's mission, vision and value statements.

Below are the official statements approved for use within the County:

**MISSION:** To Provide Excellence in Service

**VISION:** Lake County offers an unsurpassed quality of life for its citizens

**VALUES:** Diversity, Innovation, Excellent Service, Integrity,  
Accountability, Professionalism and Teamwork

## BUSINESS PAPERS

In the interest of presenting a clear, consistent and professional identity, only the Lake County logo can be printed on letterhead, business cards, and envelopes.

### Business Cards

The business cards have been designed in an attractive layout, with two different options, 1-color and full color. All Department and Division directors are required to have full color business cards. All other staff is required to have 1-color business cards. Below is an example of the business card layouts in both 1-color and full color.

#### *Full-Color Business Card (General or County Attorney)*



*General*



*County Attorney's Office*



Print Specifications: Full Color Business Card (General or County Attorney)

PAPER BRAND: Fox River, Capital Bond, 30% Recycled

PAPER TYPE: Bright White, 80 lb, Cover - Smooth

SIZE: 3 1/2" x 2"

COLORS: 5/0 (4-Color Process + PMS 280/0)

BLEEDS: Yes



Small Usage Vertical Logo  
Image 4-color Process, text uses 100% PMS 280,  
Green Line uses C65/M0/ 100/K8

Employee name set in Trajan Pro Bold 8 pt., All Caps, using 100% PMS 280. Department name, phone, fax and cell numbers set in Trajan Pro Bold 7 pt., All Caps, using 100% PMS 280.

Employee's title, set in Warnock Pro, Semi-Bold Italic, 8 pt., using 80% PMS 280. Division/Section/Program name and e-mail address set in Warnock Pro, Semi-Bold Italic, 7 pt., using 80% PMS 280.

Bullet is set in 6 pt. Wingdings, using 50% PMS 280 with a .5 pt. baseline shift.

Blue Line uses 50% PMS 280

Address information should always be centered, set in Trajan Pro Bold, 6.5 pt., All Caps, using C0/M0/ 0/K0. "Board of County Commissioners" and Web address set in Warnock Pro, Semi-bold Italic, 6.5 pt., using C0/M0/ 0/K0. Bullet is set in 6 pt. Wingdings, using C0/M0/ 0/K0.

## BUSINESS PAPERS *(continued)*

### 1-Color Business Card



#### Print Specifications: 1-Color Business Card (PMS 280)

PAPER BRAND: Fox River, Capital Bond, 30% Recycled

PAPER TYPE: Bright White, 80 lb, Cover - Smooth

SIZE: 3 1/2" x 2"

COLORS: 1/0 (PMS 280/0)

BLEEDS: Yes



Small Usage 1-Color Vertical  
Logo; 100% PMS 280

Employee name set in Trajan Pro Bold 8 pt., All Caps, using 100% PMS 280. Department name, phone, fax and cell numbers set in Trajan Pro Bold 7 pt., All Caps, using 100% PMS 280.

Employee's title, set in Warnock Pro, Semi-Bold Italic, 8 pt., using 80% PMS 280. Division/Section/Program name and e-mail address set in Warnock Pro, Semi-Bold Italic, 7 pt., using 80% PMS 280.

Bullet is set in 6 pt. Wingdings, using 50% PMS 280 with a .5 pt. baseline shift.

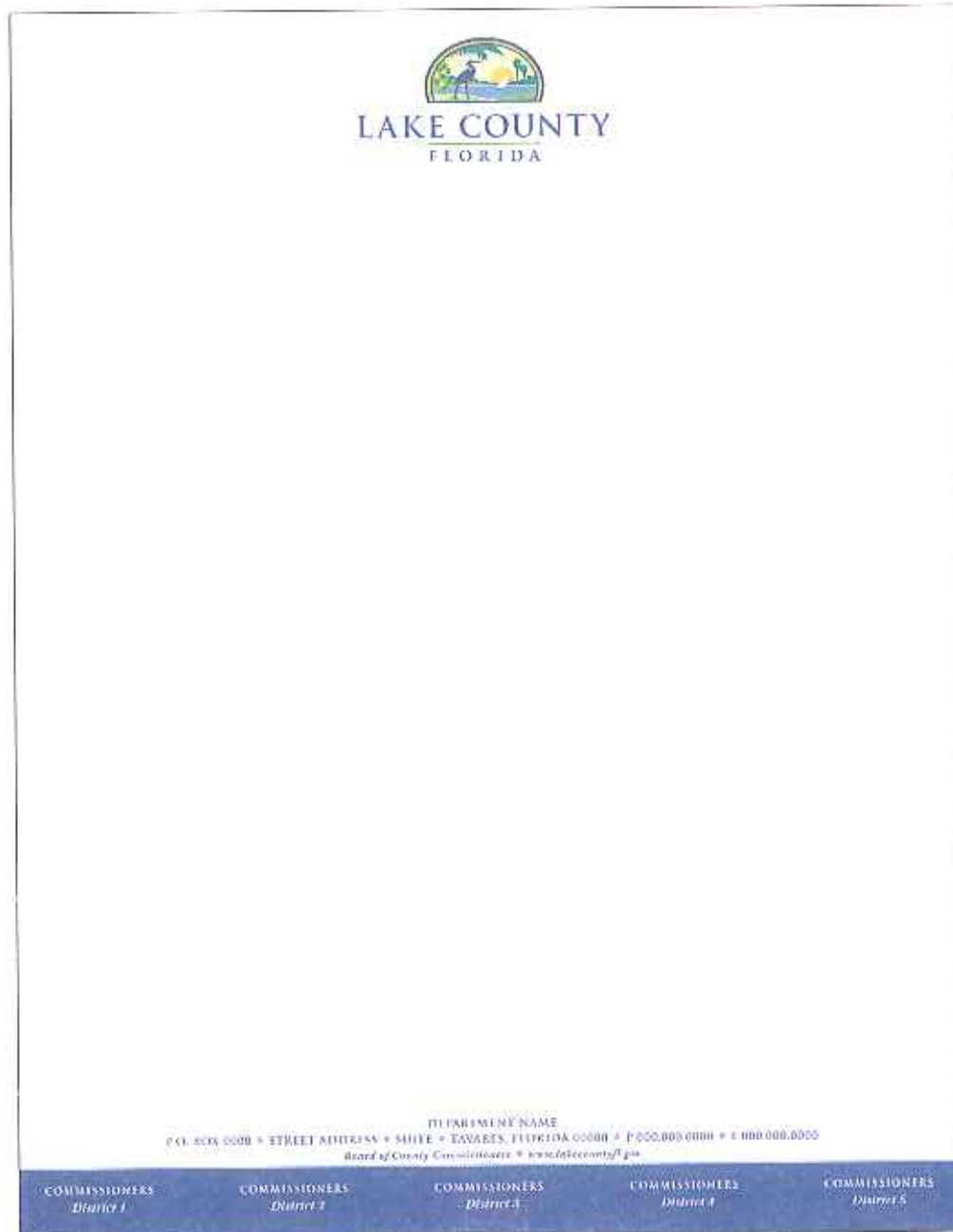
Blue line uses 50% PMS 280

Address information should always be centered, set in Trajan Pro Bold, 6.5 pt., All Caps, using C0/M0/ 0/K0. "Board of County Commissioners" and Web address set in Warnock Pro, Semi-bold Italic, 6.5 pt., using C0/M0/ 0/K0. Bullet is set in 6 pt. Wingdings, using C0/M0/ 0/K0.

## Letterhead

The official letterhead for the County features a full color and one color option, with the County logo featured at the top. The Board of County Commissioner names, the Department, Division, Section or Program name and corresponding address are located at the bottom. All letterhead should conform to type specifications listed below. Examples of letterhead featuring a Department and a Division is shown in the following pages for your reference.

### Full Color Standard Letterhead



The image shows a full-color standard letterhead template for Lake County, Florida. At the top center is the Lake County logo, which features a circular emblem with a sun, palm trees, and a person fishing, with the text "LAKE COUNTY FLORIDA" below it. The main body of the letterhead is a large white rectangle. At the bottom, there is a blue horizontal bar containing the following text:

DEPARTMENT NAME  
P.O. BOX 0000 • STREET ADDRESS • SUITE • LAKEES, FLORIDA 00000 • P.000.000.0000 • 1.000.000.0000  
Board of County Commissioners • [www.lakecountyfl.gov](http://www.lakecountyfl.gov)

Below the blue bar, the names of the five commissioners are listed in a row, each followed by their district number:

COMMISSIONERS District 1      COMMISSIONERS District 2      COMMISSIONERS District 3      COMMISSIONERS District 4      COMMISSIONERS District 5



## BUSINESS PAPERS *(continued)*

### *Print Specifications: Full Color Standard Letterhead*

**PAPER BRAND:** Fox River, Capital Bond, 30% Recycled

**PAPER TYPE:** White, Writing, 24 lb., Light Cockle

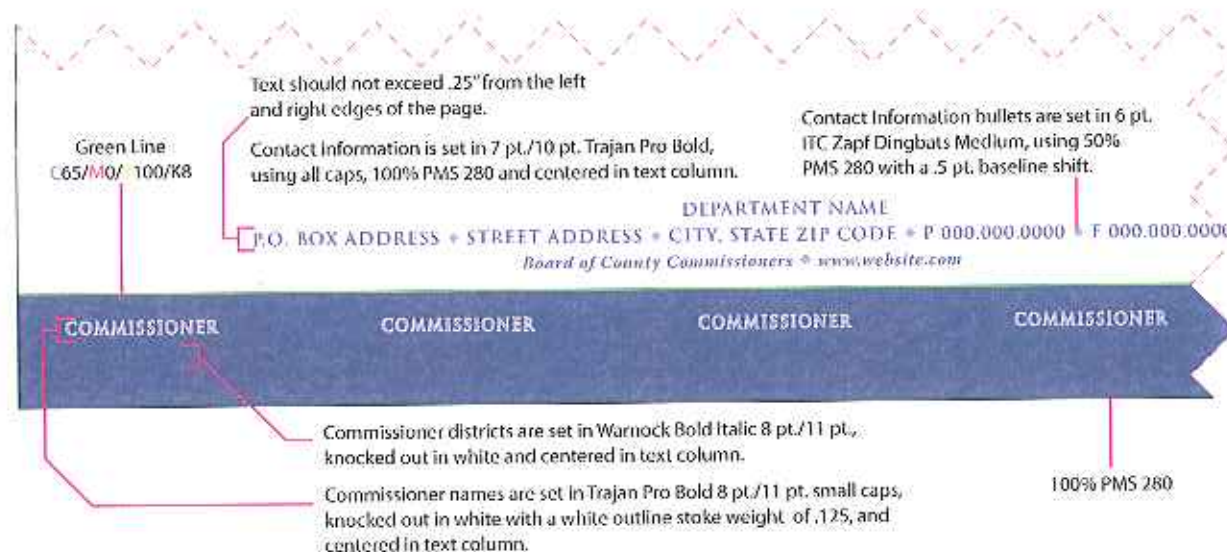
**SIZE:** 8.5" x 11"

**COLORS:** 5/0 (4-Color Process + PMS 280/0)

**BLEEDS:** Yes



*Standard 4-Color Letterhead Design — Logo Placement Specifications*



*Standard 4-Color Standard Letterhead Design — Type Treatment*

### Departmental Application: Standard letterhead

Below are examples of how the address areas should be formatted at the bottom of County letterhead for a Department, Division, Section and Program.

DEPARTMENT NAME P.O. BOX 0000 • STREET ADDRESS • SUITE • TAVARES, FLORIDA 00000 • T 000.000.0000 • F 000.000.0000 Board of County Commissioners • <a href="http://www.lakecountyfl.gov">www.lakecountyfl.gov</a>				
NAME LASTNAME District 1	NAME LASTNAME District 2	NAME LASTNAME District 3	NAME LASTNAME District 4	NAME LASTNAME District 5

### *Department-level Letterhead*

DIVISION NAME   A division of the Department Name P.O. BOX 0000 • STREET ADDRESS • SUITE • TAVARES, FLORIDA 00000 • T 000.000.0000 • F 000.000.0000 Board of County Commissioners • <a href="http://www.lakecountyfl.gov">www.lakecountyfl.gov</a>				
NAME LASTNAME District 1	NAME LASTNAME District 2	NAME LASTNAME District 3	NAME LASTNAME District 4	NAME LASTNAME District 5

### *Division-level Letterhead*

SECTION NAME   A section of the Department Name P.O. BOX 0000 • STREET ADDRESS • TAVARES, FLORIDA 00000 • T 000.000.0000 • F 000.000.0000 Board of County Commissioners • <a href="http://www.lakecountyfl.gov">www.lakecountyfl.gov</a>				
NAME LASTNAME District 1	NAME LASTNAME District 2	NAME LASTNAME District 3	NAME LASTNAME District 4	NAME LASTNAME District 5

### *Section-level Letterhead*

PROGRAM NAME   A program of the Department Name P.O. BOX 0000 • STREET ADDRESS • SUITE • TAVARES, FLORIDA 00000 • T 000.000.0000 • F 000.000.0000 Board of County Commissioners • <a href="http://www.lakecountyfl.gov">www.lakecountyfl.gov</a>				
NAME LASTNAME District 1	NAME LASTNAME District 2	NAME LASTNAME District 3	NAME LASTNAME District 4	NAME LASTNAME District 5

### *Program-level Letterhead*

## BUSINESS PAPERS *(continued)*

### Executive Letterhead

For County Officials only, the monarch letterhead is provided featuring the text and logo in gold metallic print. All monarch letterhead should conform to type specifications listed below.

#### *1-Color Executive Letterhead (PMS 873)*





*Print Specifications: 1-Color Executive Letterhead (PMS 873)*

**PAPER BRAND:** Fox River, Capital Bond, 30% Recycled

**PAPER TYPE:** White, Writing, 24 lb., Light Cockle

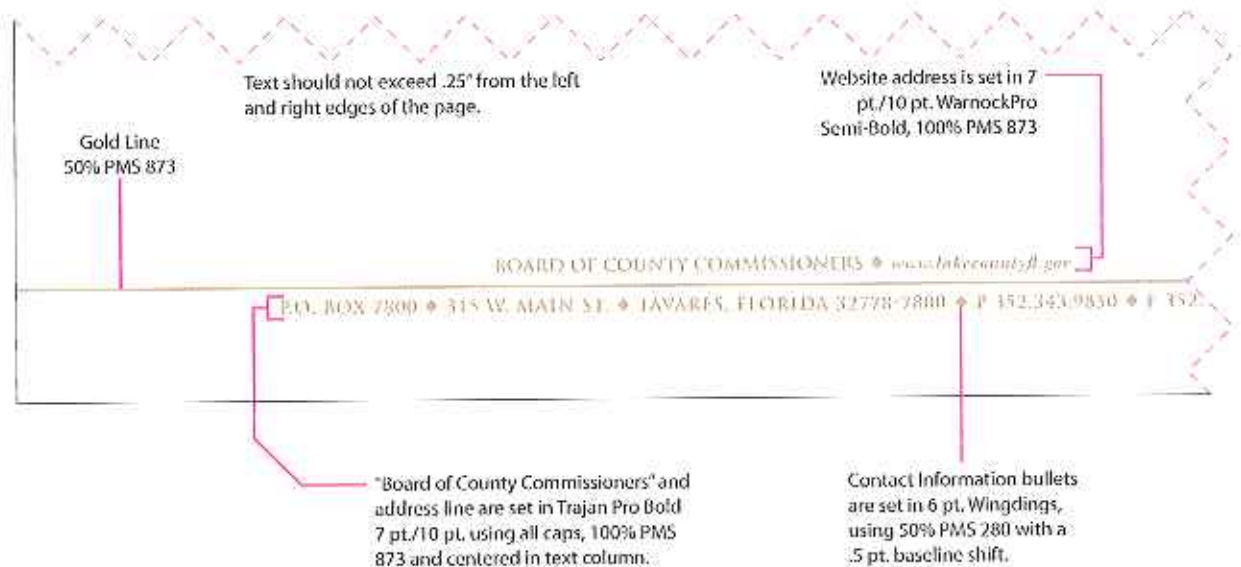
**SIZE:** 8.5" x 11"

**COLORS:** 1/0 (PMS 280/0)

**BLEEDS:** Yes




*Executive Letterhead Design — Logo Placement Specifications*



*Standard 1-Color Letterhead Design — Type Treatment*

## BUSINESS PAPERS *(continued)*

*1-Color Monarch Executive Letterhead (PMS 873)*



LAKE COUNTY  
FLORIDA

*Name Last, Name, Commissioner  
District #*

BOARD OF COUNTY COMMISSIONERS • [www.lakecountyfl.gov](http://www.lakecountyfl.gov)

P.O. BOX 7800 • 415 W. MAIN ST. • TAVARES, FLORIDA 32779-7800 • P 352.900.8000 • F 352.900.0000

Print Specifications: 1-Color Monarch Executive Letterhead (PMS 873)

PAPER BRAND: Fox River, Capital Bond, 30% Recycled

PAPER TYPE: White, Writing, 24 lb., Light Cockle

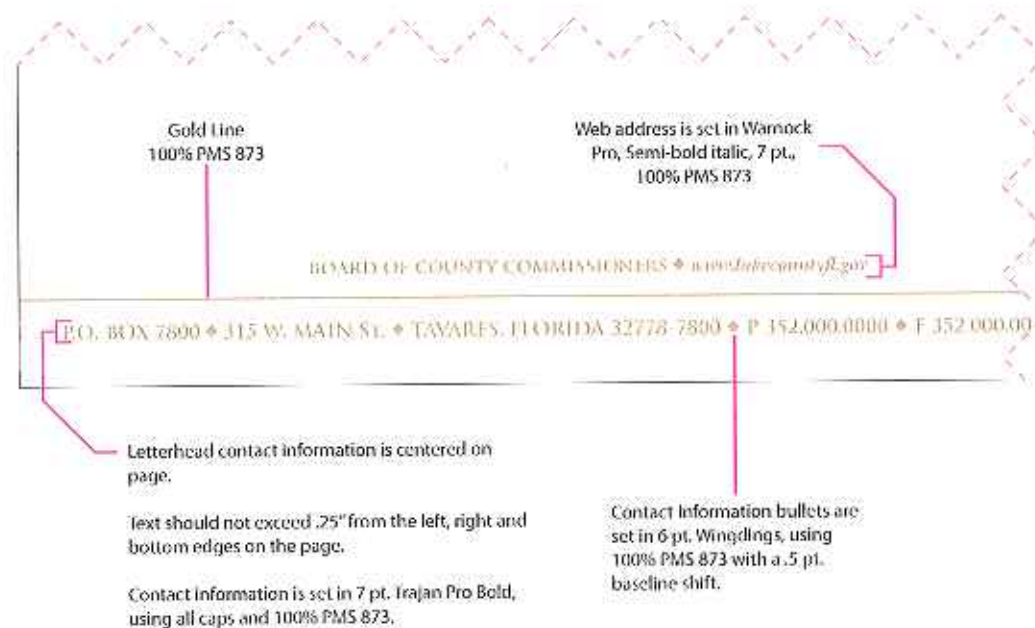
SIZE: 7" x 10"

COLORS: 1/0 (PMS 873/0)

BLEEDS: Yes



*Monarch Letterhead Design — Logo Placement Specifications*



*Monarch Letterhead Design — Type Treatment*



BUSINESS PAPERS (continued)

Full Color Library Services Letterhead

For the Library System, the letterhead below is provided featuring the Library System logo. All Library System letterhead should conform to type specifications listed below.



LAKE COUNTY  
Library System

P.O. BOX 1820 • 2401 WOODLARK ROAD • LAKEWATER, FLORIDA 32778 • P 352.253.6180 • F 352.253.6184  
Board of County Commissioners • [www.lcflafla.org](http://www.lcflafla.org)

NAME LASTNAME District 1	NAME LASTNAME District 2	NAME LASTNAME District 3	NAME LASTNAME District 4	NAME LASTNAME District 5
-----------------------------	-----------------------------	-----------------------------	-----------------------------	-----------------------------

Print Specifications: Full Color Standard Letterhead (Library System)

PAPER BRAND: Fox River, Capital Bond, 30% Recycled

PAPER TYPE: White, Writing, 24 lb., Light Cockle

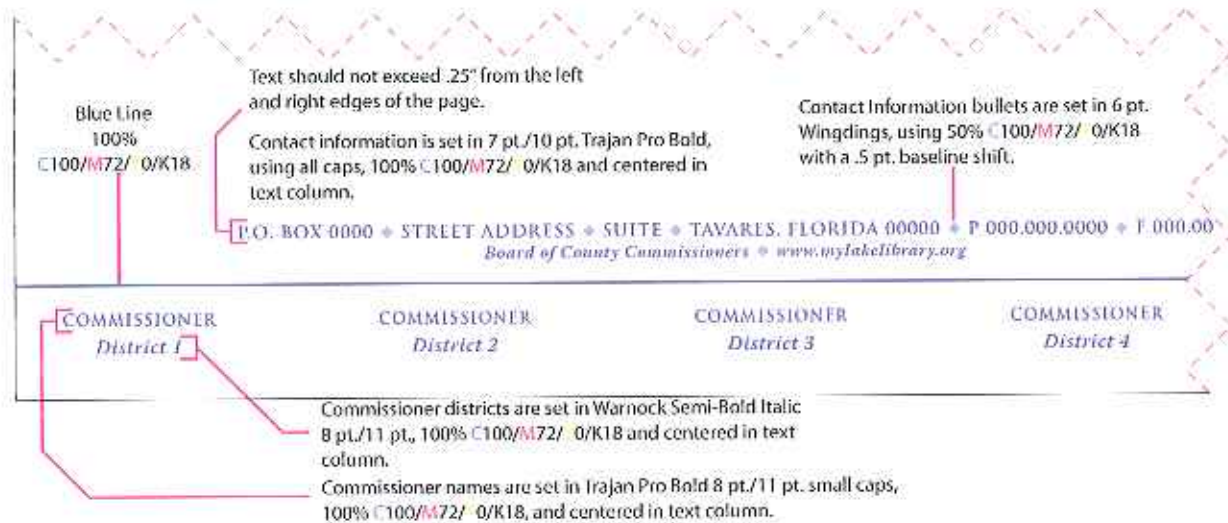
SIZE: 8.5" x 11"

COLORS: 5/0 (4-Color Process + PMS 280/0)

BLEEDS: Yes



*Standard Library System Letterhead Design — Logo Placement Specifications*



*Standard Library System Letterhead Design — Type Treatment*

## BUSINESS PAPERS *(continued)*

### Envelopes

There are three different Envelope options, #10, #10 with window and monarch size. For the #10 size envelopes, you have the option of full-color or 1-color. All envelopes should conform to type specifications listed below.

#### *#10 Envelopes, General - 1-color (Black)*



#### Print Specifications: 1-Color #10 Envelopes

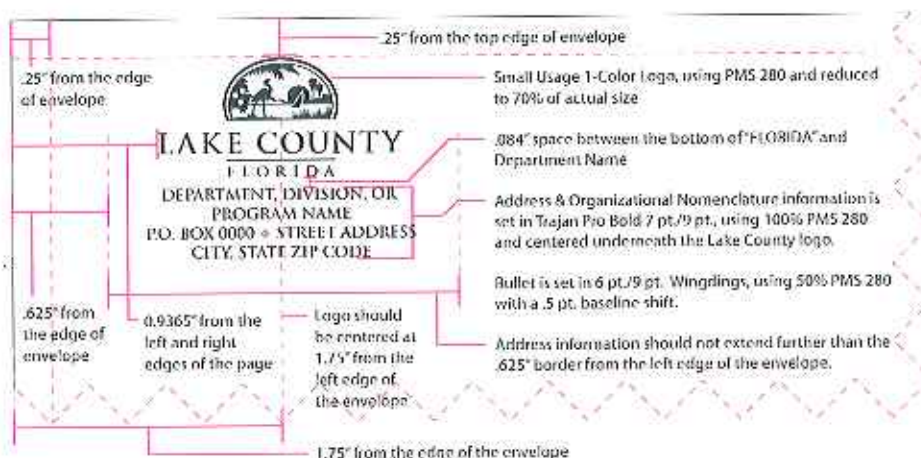
**PAPER BRAND:** Fox River, Capital Bond, 30% Recycled

**PAPER TYPE:** White, Writing, 24 lb., Light Cockle

**SIZE:** 9.5" x 4.125"

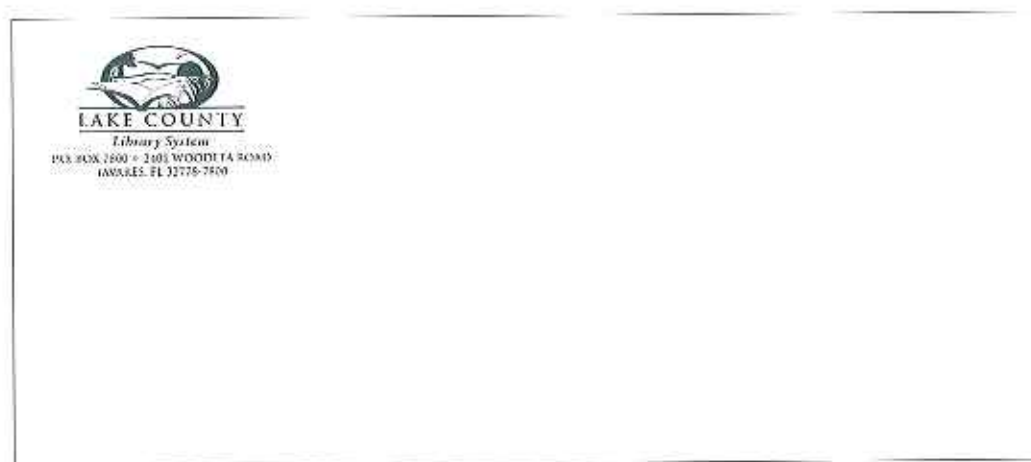
**COLORS:** 1/0 (PMS 280/0)

**BLEEDS:** No



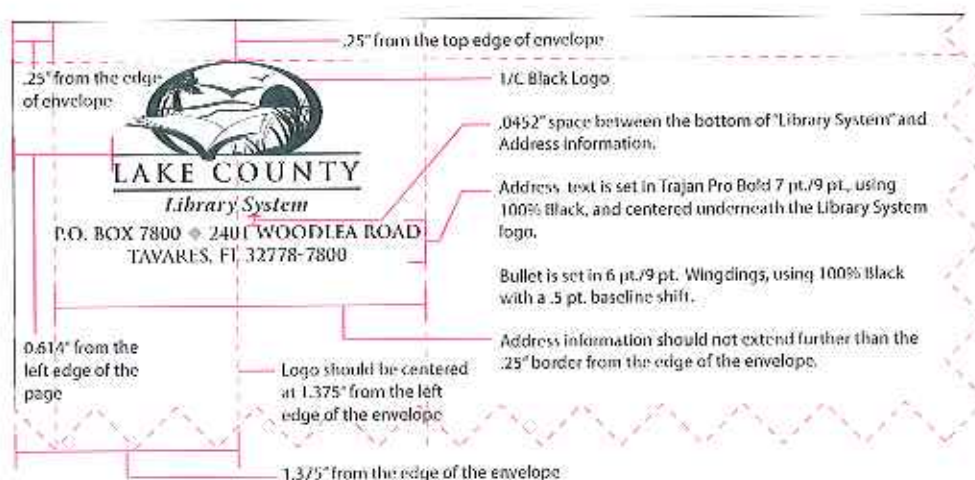


*#10 Envelopes, Library Services - 1-color (Black)*



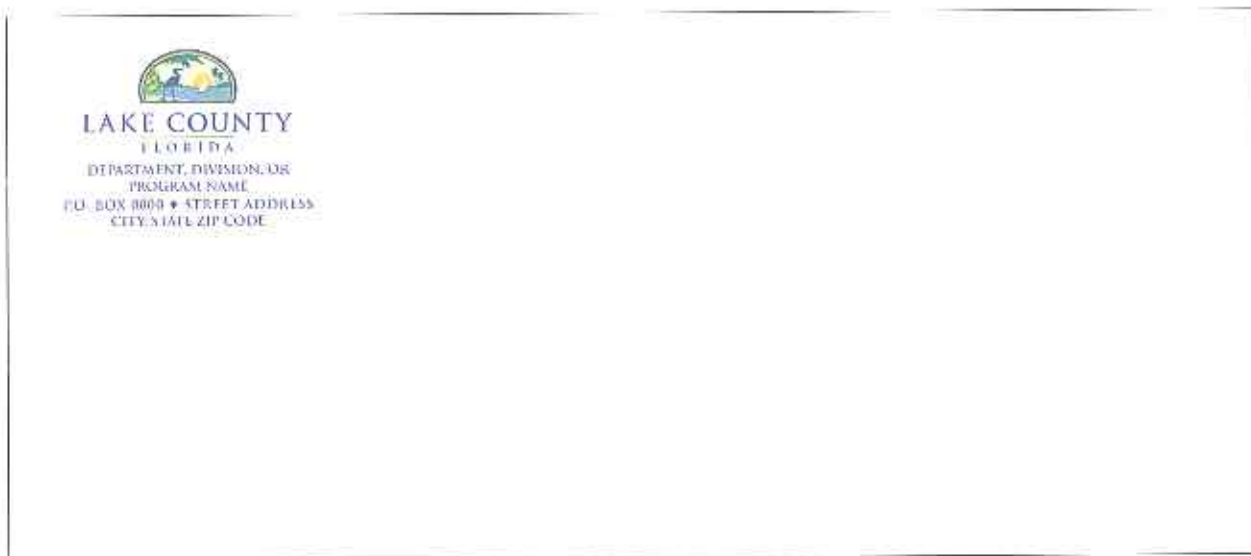
*Print Specifications: 1-Color #10 Envelopes (with and without window)*

**PAPER BRAND:** Fox River, Capital Bond  
**PAPER:** Bright white, recycled, 24 lb. writing, smooth  
**SIZE:** 9.5" x 4.125"  
**COLORS:** 1/0 (PMS 280/0)  
**BLEEDS:** No



## BUSINESS PAPERS *(continued)*

### *#10 Envelopes - Full Color*



### *Print Specifications: Full Color #10 Envelopes*

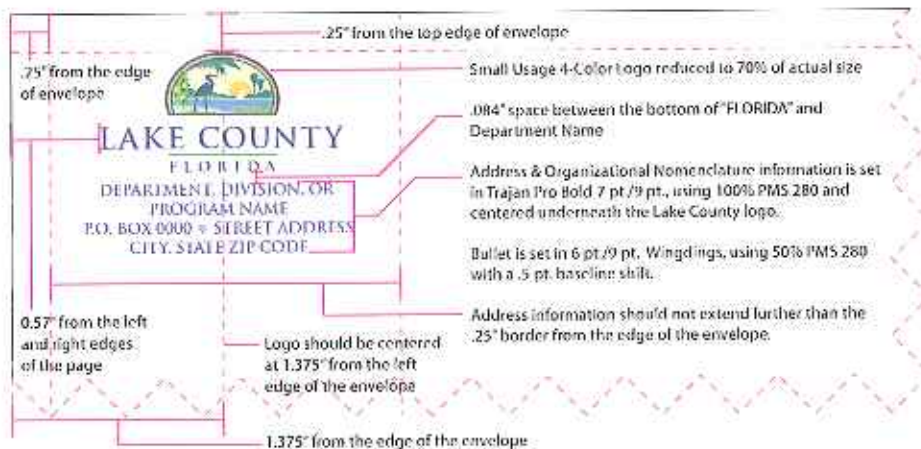
**PAPER BRAND:** Fox River, Capital Bond, 30% Recycled

**PAPER TYPE:** White, Writing, 24 lb., Light Cockle

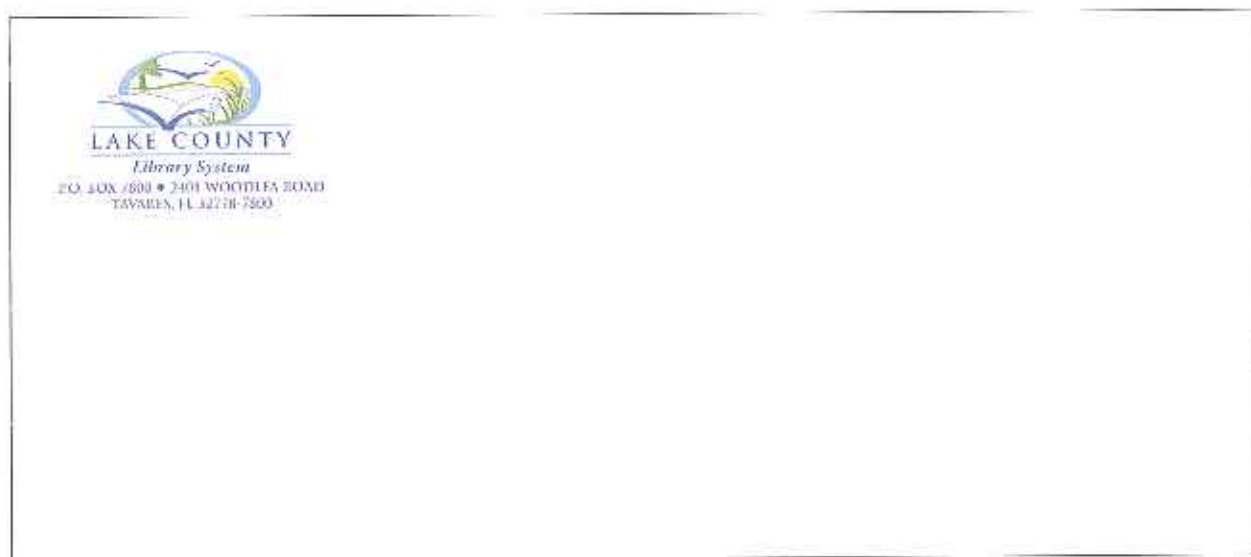
**SIZE:** 9.5" x 4.125"

**COLORS:** 5/0 (4-Color Process + PMS 280/0)

**BLEEDS:** No



## #10 Envelopes, Library Services - Full Color



### Print Specifications: Full Color #10 Envelopes (Library Services)

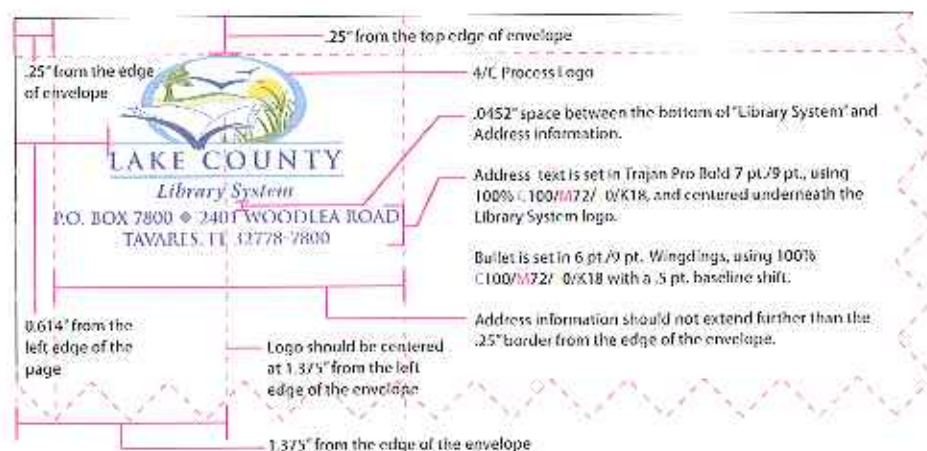
**PAPER BRAND:** Fox River, Capital Bond, 30% Recycled

**PAPER TYPE:** White, Writing, 24 lb., Light Cockle

**SIZE:** 7.5" x 3.875"

**COLORS:** 4/0 (4-Color Process/0)

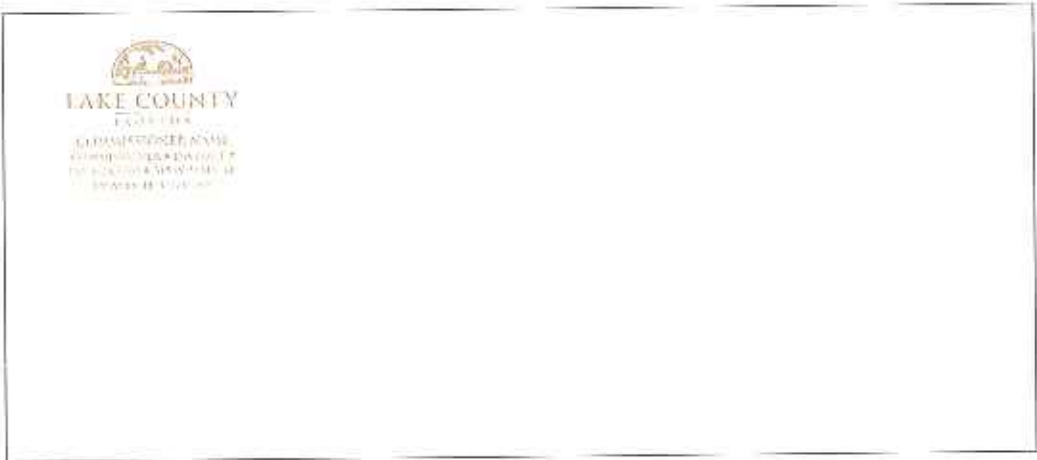
**BLEEDS:** No



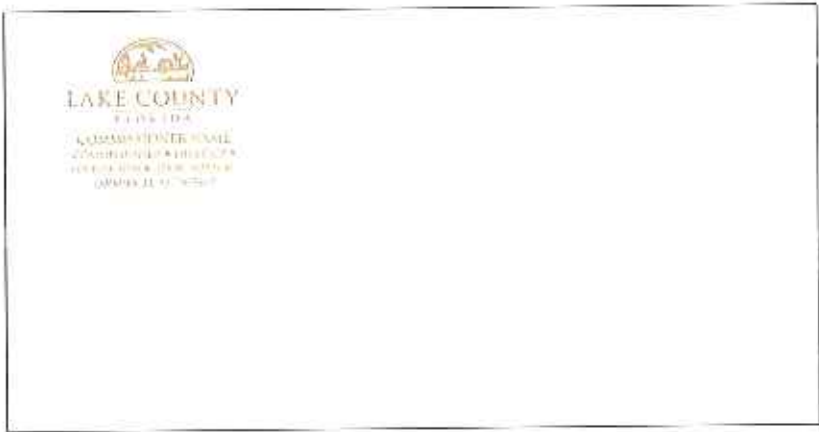


**BUSINESS PAPERS** *(continued)*

*#10 Envelopes, Executive - 1-color (PMS 873)*



*Monarch Envelopes, Executive - 1-color (PMS 873)*



Print Specifications: 1-Color #10 & Monarch Envelopes (PMS 873)

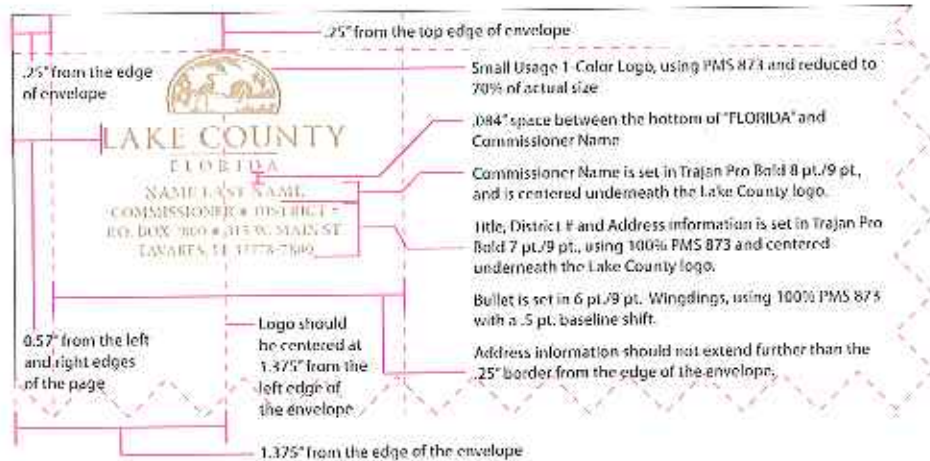
**PAPER BRAND:** Fox River, Capital Bond, 30% Recycled

**PAPER TYPE:** White, Writing, 24 lb., Light Cockle

**SIZE:** 9.5" x 4.25" (Executive), 7.5" x 3.875" (Monarch)

**COLORS:** 1/0 (PMS 873/0)

**BLEEDS:** No



## BUSINESS PAPERS *(continued)*

### Mailing Labels

For large envelopes, mailing labels can be provided with departmental information on them. Below are the layout specifications for the County mailing label.



#### Print Specifications: Full Color Mailing Labels

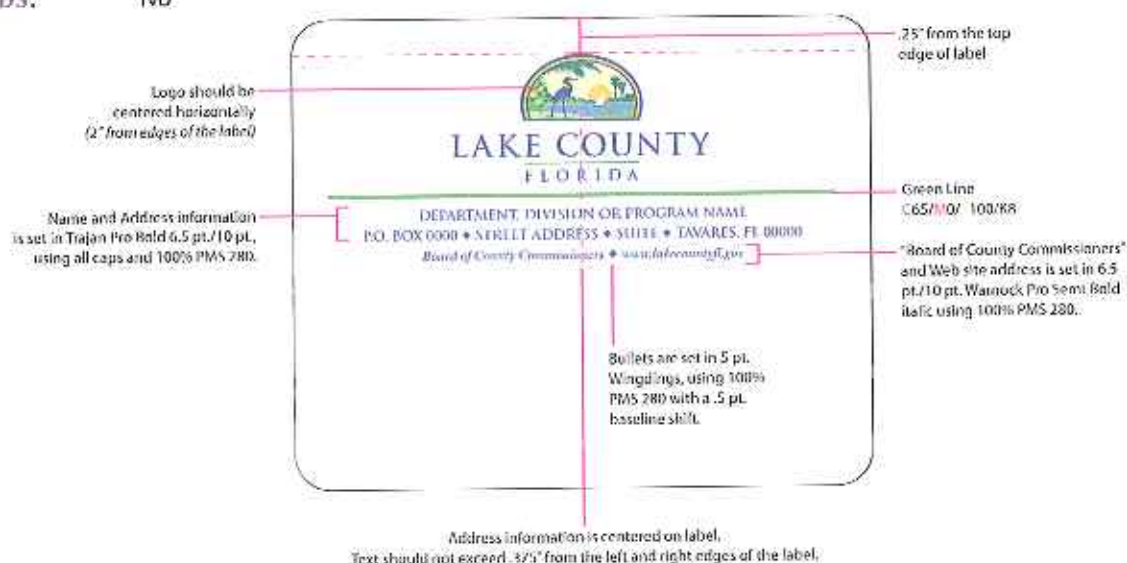
**PAPER BRAND:** Gum Papers of America

**PAPER:** Crack & Peel, Multi-Print, High Bright Matte, 60 lb.

**SIZE:** 4" x 3.25"

**COLORS:** 5/0 (4-Color Process + PMS 280/0)

**BLEEDS:** No



#### *Shipping Label Design — Logo Placement and Type Specifications*



## How to Order Stationary

No purchase of stationary will be authorized for departments or individuals if it is not from the County's approved contract printer.

No alterations of the approved layouts of the County's official stationary will be accepted. For design layout questions of any stationary, please contact the Office of Information Outreach at (352) 343-9603. If you have questions about the contracted vendor, call Procurement Services at (352) 343-9479.

To place an order, fill out a stationary order form, which can be found in the forms section of the County's intranet, and email it to [proofs@lakecountyfl.gov](mailto:proofs@lakecountyfl.gov). Once the order is placed and processed by the vendor, a proof will be sent to the contact person listed for final review and approval.

*For letterhead, business cards and envelopes, contact:*

*PRIDE Enterprises*

**ADDRESS:** 9544 County Road 476B, Bushnell, FL 33513

**PHONE:** 877-277-2208

**FAX:** 352-793-1396

**E-MAIL:** [sumterprint@pride-enterprises.com](mailto:sumterprint@pride-enterprises.com)

**ORDER FORM:** Can be downloaded from the County's Intranet - Forms section

Item	Units	Qty	Price Per Unit	Comments
Business Cards				
Business Cards (Full Color)	Box	500	\$22.50	Color business cards are limited to County Commissioners, County Manager, County Attorney, Department & Division Directors.
Business Cards (1-Color)	Box	500	\$17.50	Blue ink (PMS 280)
Letterhead				
Letterhead (Full Color)	Ream	500	\$27.95	Board of County Commissioners, County Attorney & Library Services
Letterhead, Executive (1-Color)	Ream	500	\$29.50	Gold Ink (PMS 873), limited to County Commissioners & County Attorney
Letterhead, Monarch (1-Color)	Ream	500	\$24.50	
Envelopes				
Envelopes, #10 (Full Color)	Box	500	\$57.25	Board of County Commissioners, County Attorney & Library Services
Envelopes, #10 (1-Color)	Box	500	\$31.23	Black ink
Envelopes, Executive #10 (1-Color)	Box	500	\$41.50	Gold Ink (PMS 873), limited to County Commissioners & County Attorney
Envelopes (Monarch)	Box	500	\$55.50	
Mailing Labels				
Mailing Labels (Full color)	Box	500	\$94.40	Board of County Commissioners

## INTERNAL BUSINESS PAPERS

While we discourage the use of multiple identities, you can use program identities on brochures as long as the Lake County logo is presented on the brochure as well. Any new program identities or logos must be approved through Information Outreach and the County Manager's Office.

In keeping with the overall branding of the County, some internal templates have been created for your use. For use with official stationery, a layout template has been made for the letterhead, envelope, and mailing labels. The templates that can be printed without official stationery are a fax coversheet and memorandum. For presentations, some PowerPoint templates have also been provided.

The pre-made templates can be found under the "Graphic Templates" heading in the Forms section of the County's Intranet web site (<http://hccnet.co.lake.fl.us/documents/forms.aspx>).

### Designing your own materials

When developing brochures or printed materials for the County, make sure your brochure exhibits a professional look and layout, is well written, and the printing is clear and easy to read.

Printed material, such as a brochure, is a marketing tool that can be helpful in advertising a particular service or product. When you design a brochure to sell or explain your products or services, you must remember that this brochure is going to represent not only your department, but also the County as a whole. It is extremely important to make sure that your brochure gets the correct message across, is clear and explains your product or service.

You **NEVER** want to copy or use content (*including clipart, pictures, text*) that is copyrighted unless you get written consent from the original author or copyright holder.

The following is some key points to remember when creating printed materials

- a) Anyone can write copy, but only a skilled copywriter can write easy-to-read, strong sentence structures that articulate the County's message. Keep in mind that someone should easily understand the content with a 5th grade reading level. When you write content for a brochure, have a fellow employee review it to make sure it is clear and understandable.
- b) If you do not need pictures to convey a message, then do not use them. Most of the time people are prone to use so many pictures in a brochure, they don't realize they are clouding their message and making their brochure ineffective. Pictures are great, especially when relevant, but they draw reader's eyes away from the copy. So, use pictures and clipart with taste and if at all possible, don't use them at all.
- c) The font you use can make or break a brochure. Stay away from fonts that take away from your message or are hard to read.
- d) Stay in tune with the County's official colors. This will help keep an overall brand image in tact as well as strengthen the brand. It is a good idea to stay away from too many colors, or bright text on colored backgrounds. You do not want to draw attention away from the message you are trying to present.



Example A



Example B

The examples above have the same content, but Example B is much easier to read.



## VEHICLES AND SIGNS

### Vehicles

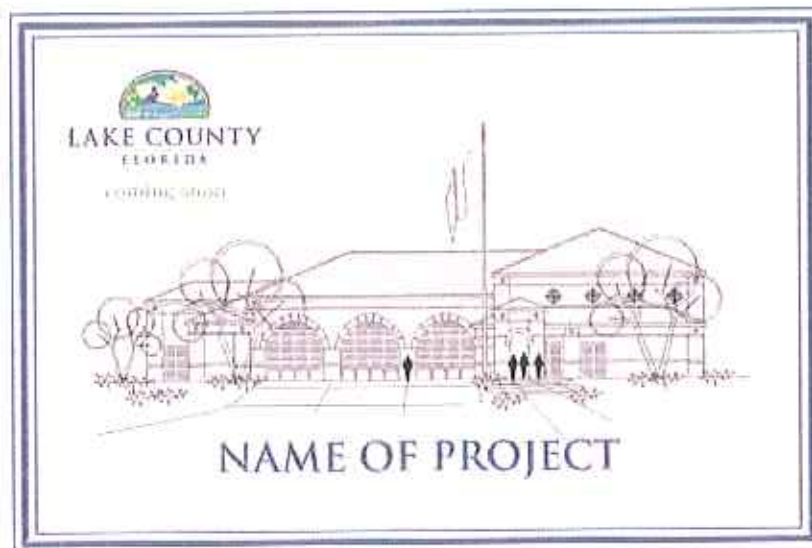
All County vehicles will have the official County logo displayed on both the driver and passenger side doors, along with the asset tag number. The names of certain functions within the organization, such as "Code Enforcement", "Building Services", "Public Works" and "Animal Services", will also be added below the logo on vehicles used for those functions. Because of the nature of these three divisions, it is acceptable to identify them separately on County vehicles. County Asset numbers will also be located below the County logo on both the driver and passenger side doors, as well as the rear of the vehicle. For more information regarding vehicle decals and their installation, contact the Fleet Management Division at 352-343-9852.



*Some examples of door decals*

## County building Signs

The County has adopted some standard guidelines for all construction signs erected for County structures in order to regulate the designs of these signs. Drawings of the signs required by a project shall be submitted to the Facilities Management and Development Department for approval. For more information on construction signs, contact the Department of Facilities Management & Development at 352-742-3810.



## Street Signs

The following is an example of the design guidelines for the County maintained street signs. For more information regarding County street signs, contact the Department of Public Works, Road Operations Division – Traffic Operations at 352-742-1766.



## UNIFORMS AND MARKETING MATERIALS

Lake County's graphic identity can be applied to a variety of media and materials, presenting many opportunities to help market Lake County, and the services provided to residents. From uniforms to pens, a multitude of items can contain the County's logo, and therefore, certain standards must be in place to ensure consistency in its use.

### Uniforms

The County logo must be imprinted on all County-issued uniforms. For polo-type uniform shirts, the logo will be placed on the left-hand side, and will have no other markings or lettering to accompany it. Also required, is the employee's department or division name on the right-hand side of the shirt. Department and division names will be based on the most current organizational chart approved by the Lake County Board of County Commissioners.

Optional items that can be included on uniforms are the first name of the employee on the right side of the shirt, above the department or division name. The name used must be the employee's official name – no nicknames (i.e. – "Bubba").

Exceptions to the information stated above must be made by the Communications Department and approved by the County Manager. To order County uniforms, use the approved Term & Supply contract vendor.



*Shirt Embroidery Application — Full Color on Dark Background*



*Shirt Embroidery Application — One Color on Light Background*



## Marketing Materials

There will be times when the County logo will need to be used by vendors for presentations, or for promotional materials. All vendors must comply with the standards for design, writing, and production set in this document. Because some item imprint areas may be limited, in promotional items only, the text for Lake County may be used without the logo imagery. Most vendors will need the logo in a Vector format, which can be provided by contacting the Office of Information Outreach. Below are some examples of promotional materials and the usage of the logo on them. If you have any questions about what to forward to vendors for your particular project, please call Information Outreach at 343-9603.



*Coffee Mug Application — 4-Color Logo*



*Small Item Application — Lettering Only — 1-Color*



*Backpack Embroidery Application — 4-Color Logo*



*Coffee Mug Application — 1-Color Logo*



*Cooler Embroidery Application — 1-Color Logo*

# GRAPHIC REQUESTS

The County's Office of Information Outreach is responsible for all requests dealing with graphic design, media relations and web development. If you have a project coming up that requires help in any of these categories, please call Kelly LaFollette, Information Outreach Director at 343-9603.

To place a request for a graphics project, fill out a Graphics Request Form ([http://bccnet.co.lake.fl.us/documents/information\\_outreach/GraphicsStandardsManual.pdf](http://bccnet.co.lake.fl.us/documents/information_outreach/GraphicsStandardsManual.pdf)) and return it via interoffice mail to Information Outreach, Historic Courthouse, fifth floor, or by fax at 343-9698.

Project Request Form		PAGE 1	
<p>Fill out form completely before submitting. Incomplete forms may result in delays in processing your request and/or missed deadlines.</p> <p>Please include the following with completed form when submitting an advertisement request: A copy of media kit/advertisement guide, a copy of invoice or contract, a copy of publication, as well as a copy of previous advertisements.</p>			
<b>FOR OFFICE USE ONLY</b>		<b>JOB NUMBER:</b>	
		<b>RECEIVED:</b>	
		<b>PREVIOUS JOB #:</b>	
		<b>APPROVED:</b>	
		<b>PRINTS CHECK:</b>	
		<b>COMPLETED:</b>	
<b>PROJECT MANAGER</b>		<b>PHONE:</b>	
<b>NAME:</b>		<b>FAX:</b>	
<b>DEPARTMENT:</b>		<b>E-MAIL:</b>	
<b>ALTERNATE CONTACT</b>		<b>PHONE:</b>	
<b>NAME:</b>		<b>FAX:</b>	
<b>DEPARTMENT:</b>		<b>E-MAIL:</b>	
<b>PROJECT DETAILS</b>		<b>EVENT DETAILS</b>	
<b>PROJECT NAME:</b>		<b>EVENT TITLE:</b>	
<b>MATERIALS DUE DATE:</b>		<b>EVENT/PRINT DATE:</b>	
<b>MAIL OUT WITH PROOF:</b> <input type="radio"/> YES <input type="radio"/> NO		<b>EVENT LOCATION:</b>	
<b>PRINTER DETAILS:</b>		<b>PLOTTER:</b> (please specify)	
<input type="radio"/> DOCUMENT SERVICES		<b>COMPANY NAME:</b>	
<input type="radio"/> OUTSIDE PRINTER		<b>PHONE:</b>	
		<b>CONTACT PERSON:</b>	
		<b>E-MAIL:</b>	
<b>PROJECT TYPE:</b> (check all that apply)		<input type="checkbox"/> OTHER: (please specify)	
<input type="checkbox"/> ADVERTISEMENT		<input type="checkbox"/> EXHIBIT DISPLAY	
<input type="checkbox"/> ANNUAL REPORT		<input type="checkbox"/> EVENT LOGO	
<input type="checkbox"/> BROCHURE		<input type="checkbox"/> FLYER	
<input type="checkbox"/> EVENT PROGRAM		<input type="checkbox"/> FORM	
		<input type="checkbox"/> INVITATION	
		<input type="checkbox"/> MASTHEADS	
		<input type="checkbox"/> NEWSLETTER	
		<input type="checkbox"/> POSTCARD	
		<input type="checkbox"/> RACK CARD	
		<input type="checkbox"/> REPORT COVER	
<b>REQUESTED FILE FORMAT:</b>		<input type="checkbox"/> OTHER: (please specify)	
<input type="checkbox"/> EPS (vector)		<input type="checkbox"/> INDD	
<input type="checkbox"/> GIF		<input type="checkbox"/> PDF	
		<input type="checkbox"/> PSD	
		<input type="checkbox"/> PPT	
		<input type="checkbox"/> TIFF	
<b>WORK REQUESTED:</b>		<input type="checkbox"/> OTHER: (please specify)	
<input type="radio"/> NEW PROJECT			
<input type="radio"/> REVISE EXISTING PROJECT			
<input type="radio"/> CREATE PDF OF PROJECT			
<b>DESIGN SPECIFICATIONS:</b> (circle applicable items)		<input type="checkbox"/> OTHER: (please specify)	
<b>FINAL SIZE:</b>		<input type="checkbox"/> BLEED DESIGN	
<input type="radio"/> 8.5" x 11"		<input type="radio"/> BIFFEDS	
<input type="radio"/> 4" x 6"		<input type="radio"/> COATED	
<input type="radio"/> 8.5" x 14"		<input type="radio"/> YES	
<input type="radio"/> 11" x 17"		<input type="radio"/> NO	
<input type="radio"/> OTHER: (please specify)		<input type="radio"/> YES	
		<input type="radio"/> NO	
<b>COLOR INFORMATION:</b>		<input type="radio"/> ONE COLOR	
<input type="radio"/> FULL COLOR		<input type="radio"/> TWO COLOR	
		<input type="radio"/> BLACK & WHITE	

(continued on back)







LAKE COUNTY  
FLORIDA

LAKE COUNTY BOARD OF COUNTY COMMISSIONERS  
315 W. Main St., Tavares, Florida 32778 • [www.lakecountyfl.gov](http://www.lakecountyfl.gov)

V/4-09/2013